1. Call to Order – Reisman
A meeting of the IEEE Computer Society Executive Committee was held at 2:30 p.m. Mountain Daylight Time, on 26 May 2011 at the Hyatt Regency Albuquerque, Albuquerque, New Mexico USA. Sorel Reisman, president, chaired and Jon G. Rokne served as secretary.

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

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

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

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

Michael Bennett
Pierre Bourque
Evan M. Butterfield
Thomas M. Conte
Violet S. Doan
David S. Ebert
Dennis Frailey
Jean-Luc Gaudiot
Nahum Gershon
Atsushiro Goto
Susan Hayden
Hironori Kasahara
Anne Marie Kelly
John G. Miller
Dejan Milojicic
Bill Pitts
Dick J. Price

4. Approval of Agenda – Reisman
Motion 4: Land moved, Grier seconded, “MOVED, that the agenda be approved as is.” Motion carried by voice vote.
5. Approval of Minutes of the 4 February 2011 Meeting --
   Motion 5: Land moved, Isaak seconded, “MOVED, that the minutes of the 4 February 2011 Executive Committee meeting be approved as is.” Motion carried by voice vote.

6. Report of the President – Reisman
   Reisman noted his written report in the Electronic Agenda book.

7. Report of the Executive Director – Burgess
   Burgess noted her written report in the Electronic Agenda book.

8. Amendments to the Society Bylaws
   1st Reading
   A. Bylaws Article IV Executive Committee Section 2 Office Operations
   
   Motion 8.A: Walz moved on behalf of the Constitution and Bylaws Committee, “MOVED, that the IEEE Computer Society Executive Committee endorses the proposed amendments to Article IV Executive Committee Section 2 Office Operations.” Motion passed by voice vote.

   ARTICLE IV - EXECUTIVE COMMITTEE
   
   Section 1: Composition
   
   The president shall chair the Executive Committee; other members shall be the president-elect, all the vice presidents, the secretary, the treasurer, the immediate past president (hereinafter referred to as the past president), the chief staff executive, the IEEE division directors and division director-elect elected by the Computer Society. The IEEE directors, director-elect, and the chief staff executive shall be ex officio members, without vote, unless otherwise holding a vote as a franchised member of the Executive Committee.

   Section 2: Office Operations
   
   The Executive Committee shall serve as the volunteer oversight body for staffing, facilities, capital expenditures, and other matters relating to the operation of the Society’s offices. The headquarters office of the IEEE Computer Society shall be located in the Washington, D.C. metropolitan area.

   Section 3: Delegation of Authority by the Board of Governors
   
   The Executive Committee shall act for the Board on subjects for which it has been authorized by the Board.

   Section 4: Recommendations to the Board
   
   The Executive Committee may make recommendations to the Board on matters which require Board approval.

   Section 5: Quorum
   
   A quorum shall consist of a majority of the Executive Committee members. A majority vote of those present is required to transact business. Proxies shall not be allowed.

   Section 6: Conduct of Business
   
   Meetings of the Executive Committee shall be open to Board members and others on the invitation of the president. The president shall have the sole power to call a meeting of the Executive Committee.
B. Bylaws Article XII Section 9
Motion 8.B: Walz moved on behalf of the Constitution and Bylaws Committee, “MOVED, that the IEEE Computer Society Executive Committee endorses the proposed amendments to Article XII Section 9.” Motion passed by voice vote.

ARTICLE XII – STANDING COMMITTEES

Section 9: Nominations Committee
The Nominations Committee shall consist of six members of the Society, selected according to the following procedures and criteria, and selected or appointed in the order specified:

1. The immediate past president of the Society shall be a member of the committee and shall serve as its chair.
2. One franchised member of the Board of Governors elected by the immediately previous Board of Governors.
3. The president-elect or his/her designee.
4. Two members appointed by the president, one of whom shall be a franchised member of the Board of Governors, and the other of whom shall not be a member of the Board of Governors. In addition, if at least two of the members determined by steps 1-3 do not reside outside IEEE Regions 1-7, one of these two members appointed by the president shall reside outside IEEE Regions 1-7.
5. One member appointed by the past president. If at least two of the members determined by steps 1-4 do not reside outside IEEE Regions 1-7, the member appointed by the past president shall reside outside IEEE Regions 1-7.

A member of the Nominations Committee cannot be a candidate in any of the slates submitted by the Nominations Committee.

A. PPM Section 15 Finances
Motion 9.A: Walz 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 15 Finance Committee.” Motion passed by voice vote.

Action: Executive Director. Due: ASAP. EXCOM 05/11 9A. Notify IEEE of the PPM revision.

SECTION 15 FINANCES

15.0 PRECEDENCE OF DOCUMENTS
GENERAL
The financial operations of the society are governed by the society's Constitution, Bylaws and Policies & Procedures Manual, and by applicable bylaws, policies, and procedures of the IEEE. Nothing in this document shall be construed as taking precedence over those basic documents.

All expenditures or other financial transactions made by society officers, other volunteers, and staff must be in compliance with the above referenced documents and the provisions of this section. Any exceptions to the procedures set forth in this manual or in the referenced documents must be approved by the president, the Executive Committee, or the board, according to the exception.

15.1 FINANCE COMMITTEE MEMBERSHIP
The Finance Committee is a standing committee of the Board of Governors, charged with recommending financial policy and budgets to the board. It shall be composed of the treasurer (chair), the president, president-elect, immediate past president, and the secretary. The Society Executive Director and the appropriate finance and accounting staff member will be ex officio, non-voting members of the committee. The vice presidents or their representatives will be non-voting members of the committee, and as such will not be required to attend
extraordinary meetings of the committee. The vice presidents or their representatives will be ex officio, non-voting members of the committee.

15.1.1 Budget Development Committee Responsibilities

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

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

2. Five months prior to the IEEE deadline, before the second meeting week, each program board will submit a preliminary budget for the following year. In addition, each program board may prepare proposals for budget modifications. These proposals are considered by the Planning Committee as described elsewhere in IEEE Computer Society Policies and Procedures Manual Section 18. The findings of the Planning Committee are forwarded to the Finance Committee, to the treasurer a plan and budget that meets the assigned targets, whether it is a limit on the program subsidy or a surplus of a certain size. The plan and budget will be constructed in budget decision module form with the aim of facilitating endorsement or amendment at subsequent steps in the budget approval process. Plans which require initial investments in a multi-year context are permitted. All new unfunded initiatives and plans are due five months prior the IEEE deadline.

3. Any board may submit an appeal of its assigned target(s) with its plan and draft budget, attempting to demonstrate to the Finance Committee, Executive Committee, and/or Board of Governors why it should be amended. However, such an appeal shall not relieve the board of its responsibility to construct a plan and budget that will meet the target as assigned, but that plan may be supplemented with arguments as to why the target is inappropriate.

4. The Finance Committee will review the recommended plans and make its recommendations regarding page budgets and pricing to the Executive Committee and Board of Governors for ultimate review and approval. This action, taken in the context of preliminary approval of all the other program budgets, largely establishes the income of the society for the following year.

5. The Finance Committee will provide comments and suggestions, and possibly revised targets, for all program boards.

6. All program boards will submit to the treasurer final plans and budgets to meet their targets two (2) months prior to the IEEE deadline.

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

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

25. The Finance Committee will prepare a draft recommended budget for circulation to the budget stakeholders 30 days prior to the IEEE deadline. The Finance Committee will consider any further information or appeals that any of the program boards wish to suggest, meeting in a formal hearing format.

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

27. The final approved budget by the Board of Governors will be sent to the IEEE by the IEEE deadline.
5. The budgetary planning horizon is three years. The dates defined by the steps listed above may require modification depending on the timing of meetings and the IEEE budget cycle. The actual dates for any given year will be determined by approval of the annual planning calendar prepared by the Planning Committee.

15.1.2 Budget Monitoring

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

15.1.3 Investments

The committee is responsible for determining policy on investment strategy for society funds. The committee is responsible for developing both short- and long-term financial plans and to develop financial policy options for the society.

15.1.34 Budget Modifications

All proposals resulting in full-year equivalent budget modifications of over $100,000, including new staff positions, must be presented to the Finance Committee prior to presentation to the Executive Committee and Board of Governors for approval. It shall be the responsibility of the Finance Committee to make recommendations to the Board of Governors and Executive Committee on such proposals. Individuals, boards, or committees making proposals for budget modifications of less than $100,000 may seek the recommendation or endorsement of the Finance Committee, but are not required to do so, before seeking presidential, Executive Committee or board approval. Budget modifications falling below the $100,000 threshold may be approved by the Finance Committee.

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

15.1.5 Financial Policies & Procedures

The Finance Committee is responsible for reviewing any proposed financial policy or procedure, and for recommending new policies and procedures as may be required for incorporation in the IEEE Computer Society Policies & Procedures Manual.

15.1.6 Meeting Scheduling

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

15.2 BUDGET DEVELOPMENT

15.2.1 Fiscal Year

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

15.2.2 Expenditure Approval within the Approved Base Budget

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

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

15.2.3 Expenditure Approval in Excess of the Approved Budget

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

- Executive Committee -- $100,000 or less per operating or capital budget line item per meeting up to a cumulative total (across all budget lines and meetings) of 5% of the approved base budget.
- President -- $25,000 or less per operating or capital budget line item up to a cumulative total of 2.5% of the approved base budget.
- Treasurer -- $0.

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

A spending action by the president or the Executive Committee under the authority specified in this section constitutes an automatic amendment of the budget to the amount approved. All such spending actions and budget amendments shall be reported to the treasurer who shall revise the budget, and who shall report such actions and amendments to the board by appropriate publication in the Agenda Book.

15.2.4 Financial Exigency

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

15.2.5 Board Action

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

15.2.6 Budget Publication

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

15.2.7 Financial and Budgetary Guidelines and Targets

Over the long term, the IEEE Computer Society should operate at levels which produce sufficient surpluses to maintain its reserves at levels which will ensure its continued financial health. Annual operating budgets should be consistent with this long-term objective. Deficits should be corrected or avoided by increasing dues and
other charges for services when expenses cannot be reduced without eroding the quality of the products and services provided to the membership. Reserves should be maintained to provide for the financial security of the society, to provide increased or new member services, to fund special projects, to provide initial start-up funding for new programs, to acquire capital equipment needed for the conduct of the society’s programs, and to protect the Society from short-term financial exigencies.

As guidelines for budgetary planning, the society should seek to maintain an end-of-year total reserves (net worth) position equal to 20% of the current year operating expenditures. The guideline for liquid reserves (current assets less inventory and current liabilities) should approximate 5% of the current year operating expenditures.

Each year the Finance Committee should recommend and the Board of Governors should adopt an operating budget with a minimum budgeted surplus of $500,000. Should reserves levels drop below 80% of the guideline levels as defined above, budgets with a minimum surplus of $750,000 will be adopted until the reserves are restored to guideline levels.

15.2.8 Operating Budget Guidelines

Services sold to members (e.g., society publications and conference activities) should have a goal of being at least self-supporting. This is defined as income derived from all sources for a given service equaling total expenses incurred to provide that service, including an allocated share of general and administrative expenses. (A portion of the IEEE Computer Society dues income should be allocated to Computer magazine, as it is provided to all members as part of their membership). Moreover, attempts should be made to generate surpluses in those programs where it is possible to do so in order to cover the operating expenses of programs that have no income, to generate funds for reserves, to fund new projects, and to subsidize programs consistent with the society’s purposes.

Prices of services offered to members shall be set high enough to cover the incremental cost of providing those services. This should be done so that increasing numbers of members taking advantage of a given service, or increasing total membership, will not create or increase a deficit for that service. Special rates for students may be an exception to this guideline.

Special projects, one-time expenditures, and start-up costs for new services may be subsidized. Windfall net income, regular operating income in excess of expenses, and available reserves should be used to finance such ventures.

A long range planning perspective may take precedence over these guidelines, and may require or allow certain activities to show a deficit over time.

Further, the board may decide that certain activities should be subsidized as an important service to the membership or profession independent of their ability to be self-supporting. Such decisions should be explicit. Funds for such subsidies must be generated by surpluses in other programs.

15.2.9 Allocation of Operating Costs to Program Cost Centers

Costs of society office operations not directly attributable to given functions or services shall be allocated among the functions and services provided by the offices according to an algorithm and procedure developed by the appropriate finance and accounting staff member. The algorithm shall be approved by the Finance Committee.

15.3 TRAVEL REGULATIONS

15.3.1 Travel Reimbursement

Except for members of the Executive Committee and society staff members, travel expenses are generally not paid by the society. However, vice presidents may approve travel expenses within the limitations of their own budgets, providing that such expenses are consistent with the specific travel regulations set forth in this section.
Any exceptions to the restrictions on travel and travel reimbursements must be approved by the president of the society.

15.3.2 Executive Committee Travel

Executive Committee members may travel on society business at society expense at their own discretion if they feel expenses cannot or should not be covered by other sources. The president shall monitor the expenditure of society funds for this purpose and may initiate any action or restriction of such discretion deemed appropriate.

15.3.3 Specific Travel Regulations

The purpose of these travel regulations is to provide guidelines for reimbursement of travel expenses by employees, officers, or others using society funds for travel related to society business.

15.3.3.1 Permission to Travel Using Society Funds

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

15.3.3.2 Staff Travel

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

15.3.3.3 Request for Travel Approval and Travel Advance

Prior to any travel a request for travel approval must be approved in advance by the appropriate officer or staff manager. A copy should be forwarded to the appropriate finance and accounting staff member. Upon receiving the “Travel Approval”, the traveler may request a travel advance from the appropriate finance and accounting staff member, who may advance all estimated expenses, provided that they are reasonable and customary.

15.3.3.4 Permissible Charges

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

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

Allowable room charges are those which would be incurred by a prudent traveler. Food and beverage charges, including tips, in excess of $35-$50 per day, transaction must be accompanied by original receipts and justification.

All other expenses incurred during the course of travel on Society business not explicitly listed herein should be reasonable and customary.

15.3.3.5 Travel Expense Accounting -- Procedure for Reimbursement

The request for reimbursement form submitted to the appropriate finance and accounting staff member must account for all monies expended on travel. If a signed “Travel Approval” form (or equivalent provided by electronic mail) has not previously been furnished, a copy of the approved request must be included with the
travel expense account form or If prior approval for travel has not been obtained, the reimbursement form must be approved by signature of the responsible vice president or other officer. Travel expense accounting should be filed within 30 days of the completion of the travel. The appropriate finance and accounting staff member is responsible for assuring that travel expenses are within Society policy before authorizing reimbursement unless specific exceptions have been approved. Single charges above $25 (including meals) should normally be accompanied by receipts or other explanation. The appropriate finance and accounting staff member is responsible for seeing that appropriate documentation of expenses is provided by travelers requesting reimbursement.

15.4 TREASURER

15.4.1 Disbursement of Society Funds

The treasurer is responsible for monitoring all Society assets in keeping with Society policy. However, as a matter of practical operation, disbursements required for day-to-day operations are made by appropriate society and IEEE staff.

The IEEE holds some society funds, disburses payroll checks, and provides accounting of all such disbursements to the society. Each IEEE Computer Society office also disburses funds as necessary for its operation.

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

15.4.2 Investment of Funds

The appropriate finance and accounting staff member, under the guidance of the treasurer, invests society funds in programs established by the IEEE.

15.4.3 Reports

The treasurer must monitor the receipt and expenditure of all Society funds, insure they are within budget, and at each board meeting report the status of such funds to the Executive Committee, Finance Committee and Board of Governors. The treasurer shall also submit society financial reports to the IEEE as required by the bylaws and policies of the society and the IEEE.

15.5 PUBLICATIONS

15.5.1 Periodical Fees & Page Budgets

It is the responsibility of the vice president for publications, in cooperation with the treasurer, to each year recommend editorial page budgets and the fee structure for all society periodicals. Such recommendations for all applicable fees must be submitted to the Finance Committee at a time which allows for board approval consistent with IEEE schedule requirements.

15.5.2 Editorial Page Budgets

It is the responsibility of the editors-in-chief of the society periodicals to insure that the pages published remain within the editorial page budget for their respective publications. It is the responsibility of the vice president for publications to monitor those page budgets and to approve any pages in excess of budget. The vice president for publications may approve up to sixteen (16) pages (two signatures) above the approved budget for each periodical. Such excess page approval must be reported to the treasurer who will make an automatic amendment to the page budget in that amount, and report the amendment to the Executive Committee and the board. Proposals to exceed the editorial page budgets by an amount greater than that which may be authorized by the vice president for publications are subject to prior approval via the “Budget Modification Process” as provided in this section.
15.5.3 Reimbursement of EIC Expenses

Expenses of the editor-in-chief of each society periodical and the Press may be reimbursed up to the limit established in the budget line item for that purpose. Editor-in-chief expenses are normally limited to operating costs. Such expenses must be in compliance with society guidelines as regards travel and other expenditures. Any capital equipment must be approved and accounted for as provided in Section 16.9.

15.5.4 New Publications

The vice president for publications may approve “seed money” for the exploration and development of new publications, subject to the amount budgeted for that purpose.

15.6 CONFERENCES AND OTHER TECHNICAL MEETINGS

15.6.1 Proposals for Conference, Tutorials, and Workshops

Proposals for conferences, tutorials, and workshops must be submitted on a (TMRF), as approved by the Technical & Conference Activities Board, to the appropriate volunteer services staff member. Budgets shall be shown in detail. Financial guidelines for approval of such meetings are documented elsewhere in this manual and in the Technical Meeting Handbook published by the Conferences & Tutorials Board.

15.7 PROGRAM BOARDS

It is the responsibility of the vice presidents and standing committee chairs to submit a budget for boards and committees in their respective areas of responsibility. Each vice president may approve travel expense requests, newsletter printing and mailing requests, other meeting, printing and similar expenses, and other expenses in their respective areas of responsibility, within the associated budgeted line items and in keeping with society policies.

15.7.1 Checking Accounts

1. Separate checking accounts may be kept by conference, standards and technical committees and other society entities if the operation of the accounts conforms to the policies herein. Such accounts may be established either through the IEEE concentration banking program (Mellon Bank) in North America, or with a local bank. Mellon Bank account opening documents are available through the appropriate finance and accounting staff member.

2. If a separate locally based checking account is kept:
   a. A designated representative shall be nominated by the appropriate committee chair and approved by the appropriate vice president.
   b. Upon receipt of account signature cards signed by the designated representative, and the name, address, and telephone number of the bank, the Society Executive Director or their designee shall sign the signature cards and return these to open the checking account.
   c. The IEEE Computer Society Society Executive Director or their designee must have access to the checking account and must receive a copy of the monthly statement of account.
   d. At the conclusion of the committee’s activities, the checking account shall be closed and the final balance submitted to the IEEE Computer Society with the final report.
   e. The balance of any checking account shall not be in excess of $10,000 without the explicit approval of the appropriate officer of the society. Any funds in the checking account in excess of that amount shall be transferred by the designated representative back to the IEEE Computer Society. These excess funds from the checking account shall be credited to the appropriate entity or activity in the society accounting records.
15.7.2 Technical Committee/Council Reports

The technical committee/council shall ensure that an annual financial report is written to the vice president for Technical Activities, with copy to the Society Executive Director, identifying the specific amounts raised via the various charges, fees, etc., and identifying the specific amounts expended for each purpose.

15.7.3 IEEE Computer Society Reports

1. Monthly reports shall be provided to the sponsoring technical committee/council.

2. IEEE Computer Society Treasurer shall include in the IEEE Computer Society annual financial report, the income, expenses, and balance of each special account.

15.7.4 Exclusions

Technical meetings falling under the jurisdiction of the vice president for technical and conference activities, e.g., conferences, symposia, and workshops, will continue to be administered by the vice president for technical and conference activities and do not fall under this policy.

15.8 FINANCIAL ADMINISTRATION

Staff administration of the society’s financial affairs is divided among its several offices and the IEEE offices in New York and New Jersey.

15.8.1 IEEE

IEEE maintains a portion of the society’s cash and invests it, returning the interest to society accounts. IEEE staff also expend society funds directly for payroll expenses for staff, and for administrative and other charges and taxes levied on the society by IEEE. IEEE may also expend society funds for publication of the

B. PPM Section 12 Awards

Motion 9.B: Walz 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 12 Awards.” Motion passed by voice vote.


SECTION 12 AWARDS

12.1 AWARDS PROGRAM

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

12.2 AWARDS COMMITTEE MEMBERSHIP

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

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

12.3 AWARDS COMMITTEE RESPONSIBILITIES

The Awards Committee grants awards in some cases and prepares nominations in other cases. It develops awards plans, recommends policies for the consideration of the Board of Governors and other IEEE bodies as appropriate, and ensures the proper conduct of the awards program, including recommending the modification and/or creation of new awards as needed. The current IEEE Division Directors or their appointees represent the Society on the IEEE TAB Awards and Recognition Committee to afford liaison to the full IEEE community.

12.3.1 Nomination Solicitations

It is the responsibility of the Awards Committee to assure that there are a sufficient number of qualified nominees for each award, including awards for which external nominations are sought. To facilitate the nominations process, the Awards Committee prepares and includes in the Awards Handbook a master schedule of nomination deadlines. This schedule should be reported annually to the Board of Governors at its initial meeting. In addition, the Awards Committee should assure timely coverage of the solicitation for awards in Computer magazine, member communications, the Society’s website, and elsewhere as appropriate. Nominations procedures should be adequately publicized in Computer and elsewhere as appropriate. The awards chair should also solicit nominations directly from the head of the major program boards, conference organizers, standards groups, and others. For awards in which external nominations are sought and prove insufficient, it is the responsibility of the Awards Committee to develop and implement a plan to encourage additional nominations.

12.3.2 Confidentiality of Nominees' Identities and Committee Deliberations

The Awards Committee and its subcommittees shall exercise extreme caution to maintain confidentiality in their deliberations, including the identity of nominees. This is especially critical for those awards for which final approval authority rests with the Board of Governors. Until the Board of Governors has disposed of the nomination no word of the committee’s recommendation should be given to nominees, nominators, or any other persons.
12.3.3 Awards Handbook

The Awards Committee shall create and maintain an Awards Handbook, in which detailed procedures for the solicitation, review, and selection of nominees for each award will be set forth. This handbook serves as the primary means of ensuring appropriate quality and continuity in the operation of the several awards subcommittees. The Awards Committee 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. The Awards Committee chair is responsible for seeing that a copy of the then-current handbook is made available to each member of the Awards Committee and the Board of Governors at the beginning of each calendar year.

12.3.4 Awards Subcommittees

The Awards Committee should take care to assure that each subcommittee is established at a size appropriate to its task; however, in no case shall subcommittees have fewer than three members. Non-chair members of a subcommittee should be discouraged from holding membership on the Awards Committee. When presenting a subcommittee nomination to the Awards Committee, the subcommittee chair shall state in writing that the procedures have been followed with exceptions and reasons duly noted.

12.3.5 Publicity for Granted Awards

The Awards Committee should assure timely coverage of the named and major awards presented by the IEEE Computer Society in Computer magazine, other appropriate publications, and on the Society website. Additional steps should be taken by the Awards Committee to assure appropriate publicity with awardees' employers, local communities, alma maters, and other groups associated with the awardees.

12.4 ADMINISTRATION OF AWARDS

The administrative process for all awards administered by the IEEE Computer Society shall, to the extent practicable, be uniform.

12.4.1 General Procedures Applying to All Society Awards

The following general provisions shall apply to all Society awards.

1. There are no general eligibility restrictions on nominees, nominators, or endorsers. In particular, neither nominees, nominators, or endorsers need be a member of the IEEE Computer Society or the IEEE. Any individual, who meets the specified criteria for an award, may be nominated and receive the award. No one may nominate himself or herself, except as specified otherwise by the individual award. Franchised members of the Board of Governors are not eligible to nominate, endorse, or receive any Society awards, other than service award certificates. In addition, in conformance with IEEE procedures, posthumous awards shall be made only when knowledge of the awardee's death is received after announcement of the recipient. Nominations of known deceased persons shall not receive consideration, and will be returned to the nominator with a statement of the policy.

2. The Awards Committee shall actively solicit nominations for all awards and shall evaluate nominees according to the criteria set forth herein for each award. For named and major awards the committee should seek to establish a “pool” of qualified potential recipients which can be regularly updated and considered by awards subcommittees. The names of individuals in this candidate pool shall be passed on from one Awards Committee to the next.

3. All nominations received by the Awards Committee or any of its subcommittees shall be acknowledged upon receipt, in writing, by the chair to the nominator.

4. All major and named awards shall be presented at the IEEE Computer Society’s Annual Awards Ceremony unless otherwise specified in the individual award descriptions in Sections 12.5 and 12.6. All other awards
may be presented at a major conference of the society or appropriate event, respecting the preferences of the recipient and practical limitations.

5. All awards shall be memorialized on a certificate or plaque presented to the recipient. Awards may also take additional forms as provided herein.

6. The Awards Committee budget shall fund service certificate award and Golden Core recognition expenses. As described in Sections 12.5 and 12.6, the Awards Committee budget funds honorarium, travel expenses, prize items, and ceremony expenses for major and named awards presented at the annual awards ceremony. For major and named Computer Society-level awards presented at conferences, the Awards Committee budget shall fund honorarium and prize items, and may fund travel support. Conference awards ceremony expenses shall be the responsibility of the conference.

7. Each conference should support the costs of luncheons or any other social activities that accompany an award presentation for all awardees whose awards are the result of that conference's activities. The vice president of technical and conference activities is to formally make this a part of approved conference budgets and plans. Expenses incurred for awardees of non-conference issued awards shall be covered by the appropriate budgets as specified herein, not charged as expenses of the conference.

12.4.2 Awards for which the Awards Committee Has Final Approval Authority

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

- Software Process Achievement Award
- Distinguished Contributions to Public Service in a Pre-College Environment
- Certificate of Appreciation
- Meritorious Service Certificate
- Outstanding Contribution Certificate
- Distinguished Service Certificate
- Continuous Service Award
- Standards Activities Service Award
- Technical Committee Recognition and Service Awards

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

12.4.3 Named Awards Approved by the Board of Governors (Major Awards)

Following the same general procedures set forth in Section 12.3.1, the IEEE Computer Society Awards Committee shall, for each of the following awards, solicit nominees, review candidates, and recommend nominees to the Board of Governors for final approval:

- Taylor L. Booth Education Award
- Computer Entrepreneur Award
- Computer Pioneer Award
- Computer Science & Engineering Undergraduate Teaching Award
- Seymour Cray Computer Engineering Award
- Sidney Fernbach Award
- Harry H. Goode Memorial Award
- Tsutomu Kanai Award
- Hans Karlsson Award
- Harlan D. Mills Award
- Richard E. Merwin Distinguished Service Award
- W. Wallace McDowell Award
- B. Ramakrishna Rau Award
- Technical Achievement Award
Members of the named major award subcommittees shall not participate in the nomination or seconding of, or serve as references for, candidates for the award(s) of the subcommittee(s) on which they serve. The selection of recipients of all of the above-named major awards shall be made by the Board of Governors after disclosure of the nominees and discussion of the merits of the nominations in executive session with the Awards chair. The Board of Governors may select a recipient from the nominees presented or refer the award back to the Awards Committee for further consideration, including the consideration of additional candidates suggested by the board. In presenting the recommendations of the Awards Committee, the committee chair should present a written statement presenting the specific contributions of each award recipient recommended to the board, should describe the nomination solicitation and review process guidelines for each award, and either certify that those procedures were followed or document any exceptions made and the reasons therefore. The president shall notify awardees as soon as possible after board action. The Awards Committee chair shall notify all nominators of the final disposition of their nominations after the president has notified the awardees.

12.4.4 Named Major Awards Presented Jointly with ACM

Joint IEEE Computer Society-ACM subcommittees shall seek nominations and select nominees for the Eckert-Mauchly Award and the Ken Kennedy Award.

12.4.5 Provision for New Named Awards

A new named award in memory of a deceased person shall not be established sooner than 5 years after the demise of the individual to be memorialized.

12.5 TECHNICAL AWARDS DESCRIPTIONS AND PROCEDURES

12.5.1 Technical Achievement Awards

Contribution: Outstanding and innovative contributions to the fields of computer and information science and engineering or computer technology, usually within the past 10, and not more than 15, years. Contributions must have significantly promoted technical progress in the field. In addition, a TC may nominate Technical Achievement Awards in the name of a TC.

Eligibility: Open to all, except for candidates receiving major awards in the same area.

Award: Certificate and honorarium of $2,000. Travel funds are provided, if necessary, to assure that awardees can travel to the annual awards ceremony. Up to five awards may be presented annually, plus co-awards, if necessary.

Administration: The Technical Achievement Subcommittee shall solicit candidates and make the preliminary selection of up to five nominees, with the appropriate input and support from the relevant technical areas and technical committees.

12.5.2 Computer Pioneer Award

Contribution: The Computer Pioneer Award recognizes significant contributions to concepts and developments in the electronic computer field which have clearly advanced the state of the art in computing. The contributions must have taken place 15 or more years earlier.

Award: Gold-Silver medal. Up to four awards, including co-awardees if necessary, may be presented annually. Travel funds will be provided, if necessary, to assure that the awardees and one companion each can travel to the annual awards ceremony.
12.5.3 Computer Entrepreneur Award

Contribution: The Computer Entrepreneur Award recognizes managers and leaders who are responsible for the growth of some segment of the computer industry, or technical managers whose entrepreneurial leadership built the computer industry. The efforts must have taken place over 15 years earlier, and the industry effects must be generally and openly visible.

Award: Museum-quality sterling silver chalice.

Administration: The Computer Pioneer Award and Computer Entrepreneur Award Subcommittee shall solicit candidates and make the preliminary selection for both awards. The Subcommittee may select up to four nominees for the Computer Pioneer Award. Appointment of previous Computer Pioneer Award recipients to serve on the subcommittee is strongly encouraged, but not required.

12.5.4 Eckert-Mauchly Award

Contribution: Outstanding contributions to the field of computer architecture.

Award: Certificate and honorarium of $5,000 to be normally presented at the International Symposium on Computer Architecture (ISCA).

Administration: The award is administered by a committee composed equally of members from the ACM and the IEEE Computer Society. The chair is an additional appointee rotated yearly between ACM (even year) and the IEEE Computer Society (odd year). IEEE Computer Society appointees to the committee (and the chair) are selected by the Awards Committee chair with the concurrence of the president. The Committee's choice for the award is reported to the Awards Committee by its representative to the joint committee for consideration and recommendation to the president, whose approval shall constitute concurrence on behalf of the Society. Such concurrence shall be reported to the Board of Governors at its next regular meeting.

Funding: The IEEE Computer Society is obligated to fund one-half of the cash award and the certificate expense unless it is covered by the International Symposium on Computer Architecture (ISCA). The symposium will provide travel funds, if necessary, to assure that the awardee can attend the symposium presentation.

12.5.5 W. Wallace McDowell Award

Contribution: Outstanding recent theoretical, design, educational, practical, or other similar innovative contribution that falls within the scope of IEEE Computer Society interest. The award may be given for a single contribution of great merit or a series of lesser contributions that have had or are expected to have an important influence on the computer field. The W. Wallace McDowell award is the highest technical award made solely by the IEEE Computer Society where selection of the awardee is based on the highest level of technical accomplishment and achievement.

Award: Bronze medal, Certificate and $2,000 honorarium. Usually presented to a single recipient. Travel funds will be provided, if necessary, to assure that the awardee can travel to the annual awards ceremony.

Administration: The Goode, McDowell and Rau Subcommittee shall solicit candidates and make the preliminary selection. The prospective candidate(s) will be presented to the Awards Committee for discussion and recommendation, and to the Board of Governors for approval.

Funding: A fund established by IBM in honor of W. W. McDowell in the IEEE Foundation covers all expenses incurred, including travel funds to ensure that the recipient and one companion can attend the presentation ceremonies.
12.5.6 Taylor L. Booth Education Award

Contribution: Outstanding record in computer science and engineering education, as established by some of the following: achieving recognition as a teacher of renown in a relevant and applicable course; writing an influential text in computer science and engineering; leading, inspiring, or providing significant educational content during the creation of a curriculum in the field; inspiring others to a career in computer sciences and engineering education.

Award: Bronze medal and $5,000 honorarium, usually presented to a single recipient. Travel funds will be provided, if necessary, to assure that the awardee can travel to the annual awards ceremony.

Administration: The Education Awards Subcommittee shall solicit candidates and make the preliminary selection. The prospective candidate(s) shall be presented to the Awards Committee for discussion and recommendation, and to the Board of Governors for approval.

12.5.7 Harry H. Goode Memorial Award

The Harry H. Goode Memorial Award was originally presented by AFIPS as an annual award to honor and encourage outstanding contributions to the information processing field. Upon the dissolution of AFIPS in 1990 the IEEE Computer Society agreed to assume responsibility for the continuation of the award.

Contribution: Recipients are selected on the basis of achievements in the information processing field which are considered either a single contribution of theory, design, or technique of outstanding significance, or the accumulation of important contributions on theory or practice over an extended time period, the total of which represents an outstanding contribution.

Award: Bronze medal and $2,000 honorarium. Travel funds will be provided, if necessary, to assure that the awardee can travel to the annual awards ceremony.

Administration: The Goode and McDowell and Rau Subcommittee shall solicit candidates and make the preliminary selection.

12.5.8 Sidney Fernbach Award

Contribution: Outstanding contribution in the application of high performance computers using innovative approaches.

Nominator: Anyone may nominate. Nominations will be specifically solicited from the SC conference committee.

Award: Certificate and $2,000 honorarium to be normally presented at the SC conference. Travel funds will be provided, if necessary, to assure that the awardee can travel to the site where the award will be presented. The awardee will normally be invited to present a paper at SC. This award shall be presented by the IEEE Computer Society President or his designee. A brochure featuring each recipient's contributions shall be produced for the award ceremony.

Administration: The Cray Award and Fernbach Award Subcommittee shall consist of a subcommittee chair and at least six members. The Awards Committee chair shall appoint the subcommittee chair after seeking recommendations from the SC Conference Committee. The award subcommittee shall solicit candidates and make the preliminary selection.

12.5.9 Hans Karlsson Award
**Contribution**: Presented in recognition of outstanding skills and dedication to diplomacy, team facilitation and joint achievement, in the development or promotion of standards in the computer industry where individual aspirations, corporate competition, and organizational rivalry could otherwise be counter to the benefit of society.

**Eligibility**: Limited to present or past participants in IEEE CS Standards activities.

**Nominator**: Anyone may nominate. Nominations will be specifically solicited from the IEEE Computer Society SAB and the IEEE Computer Society standards sponsor committees.

**Award**: Plaque and $2,000 honorarium. Travel funds will be provided, if necessary, to assure that the awardee can travel to the annual awards ceremony.

**Administration**: The Awards Committee, in consultation with the IEEE Computer Society Standards Activities Board, shall appoint a subcommittee of the Awards Committee to solicit candidates and make the preliminary selection.

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12.5.10 Software Process Achievement Award

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

**Eligibility**: Open to all software professionals who participate in software development, support, or management, and are employed by and participate in the software work of an organization that produces, supports, enhances, or otherwise provides software-intensive products or services.

**Nominator**: Anyone may nominate. All nominations must be seconded by a senior executive of the software organization in which the nominated individual or team works, and supported by a two page description indicating the nature of the achievement.

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

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

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

Contribution: Presented in recognition of major contributions to the state-of-the-art distributed computing systems and their applications.

Award: Certificate, crystal memento, and $10,000 honorarium. In addition, the recipient will receive a travel grant of up to $5,000 to cover reasonable and customary expenses to attend two technical conferences. Travel funds will be provided, if necessary, to assure that the awardee can travel to the annual awards ceremony.

Administration: The Kanai Award Subcommittee shall solicit candidates throughout the year and make the preliminary selection.

Funding: This award was funded from an endowment provided by the Hitachi Corporation, in honor of Tsutomou Kanai.

12.5.12 Seymour Cray Computer Engineering Award

Contribution: Presented in recognition of innovative contributions to high performance computing systems that best exemplify the creative spirit demonstrated by Seymour Cray.

Award: Crystal memento, certificate, and $10,000 honorarium to be normally presented at the SC conference. Travel expenses will be provided, if necessary for the awardee(s) to travel to the site where the award will be presented. This award will be presented by the IEEE Computer Society President or his designee. The awardee will normally be invited to present a paper at SC. A brochure featuring each recipient's contributions shall be produced for the award ceremony.

Administration: The Cray Award and Fernbach Award Subcommitteee shall consist of a subcommittee chair and at least six members. The Awards Committee chair shall appoint the subcommittee chair after seeking recommendations from the SC Conference Committee. The Cray Award and Fernbach Award subcommittee solicits candidates throughout the year and makes the preliminary selection.

Funding: This award was initially funded from an endowment provided by the SGI, in honor of Seymour Cray.

12.5.13 Computer Science & Engineering Undergraduate Teaching Award

Contribution: To recognize outstanding contributions to undergraduate education through both teaching and service. This award should focus our interest on undergraduate education, as well as affirm our support for excellence in undergraduate education. The participation of local entities should help to maintain interest, increase the visibility of the Society, and make a statement about the importance with which we view undergraduate education.

Eligibility: A faculty member in a degree program in computer science, computer engineering, computer information systems, or a similar program.

Award: Certificate, and $2,000 honorarium. Travel funds will be provided, if necessary, to assure that the awardee can travel to the annual awards ceremony.

Administration: The Awards Committee chair, with the concurrence of the vice president for educational activities, shall appoint a subcommittee chair.

12.5.14 Harlan D. Mills Award

Description: To recognize researchers and practitioners who have demonstrated long-standing, sustained, and meaningful contributions to the theory and practice of the information sciences, focusing on contributions to the practice of software engineering through the application of sound theory.
Eligibility: Achievements should demonstrate a sustained body of work in software engineering theory and practice. The winner would be generally recognized in the software engineering community for achieving the results stated and for encouraging and teaching others to do the same.

Award: Plaque and $3000 honorarium to be normally presented at the International Conference on Software Engineering. The awardee may be invited to give a talk at the conference. One recipient, awarded annually, as appropriate. Travel funds will be provided, if necessary, to assure that the awardee can travel to the site where the award is being presented.

Administration: The Harlan Mills/Software Process Achievement subcommittee shall solicit candidates and make the preliminary selection.

12.5.15 Ken Kennedy Award

Contribution: To recognize outstanding contributions to programmability and productivity in computing and substantial community service or mentoring contributions.

Award: Certificate and $5,000 honorarium to be normally presented at the SC conference. The awardee shall be invited to present a paper at the SC conference, or at an ACM or IEEE conference of the winner’s choosing, during the year following the announcement. Travel expenses of the recipient and one companion to attend the presentation ceremonies at a conference shall be borne by the conference. A brochure featuring each recipient’s contributions shall be produced for the award ceremony.

Administration: The award shall be administered by a six-member committee composed equally of members from the ACM and the IEEE Computer Society. Terms are for three years, with one of the three members (of each society) changing each year. The chair shall be an additional appointee rotated yearly between ACM (odd year) and the IEEE Computer Society (even year). The Committee’s choice for the award shall be reported to the Awards Committee by its representatives to the joint committee for consideration and recommendation to the president, whose approval will constitute concurrence on behalf of the Society. Such concurrence shall be reported to the Board of Governors at its next regular meeting.

Funding: This award shall be funded from an endowment of $100,000 with equal contributions from ACM and the IEEE Computer Society. The endowment shall be administered by the IEEE Foundation.

12.5.16 B. Ramakrishna Rau Award

Contribution: In recognition of substantial contributions in the field of computer microarchitecture and compiler code generation. The candidate will have made an outstanding, innovative contribution or contributions to microarchitecture, use of novel microarchitectural techniques or compiler/architecture interfacing. It is hoped, but not required, that the winner will have also contributed to the computer microarchitecture community through teaching, mentoring, or community service.

Award: Certificate and $2,000 honorarium to be normally presented at the annual ACM/IEEE International Symposium on Microarchitecture. The awardee shall be invited to present a paper at symposium. Travel expenses of the recipient to attend the presentation ceremonies shall be borne by the symposium.

Administration: The Goode, McDowell and Rau Subcommittee shall solicit candidates and make the preliminary selection.

Funding: This award shall be funded from an endowment administered by the IEEE Foundation.
12.5.16.17 Conference Best Paper Awards (for Papers Presented at Society Sponsored or Cosponsored Conferences)

**Contribution:** The Best Paper Award recognizes the most outstanding contribution to the state of the art within the scope of the conference. The paper containing the contribution must be presented at the conference by one of its authors and published in the conference record or proceedings.

**Award:** Certificate for each author and $200-500, the amount to be determined by the conference, to be equally divided in the case of multiple authors. The award may be announced at the conference where it is chosen or may be announced after the conference. The award should be presented at the next conference in the series, if possible, or at one of the sponsoring Society's major conferences. The award should be presented in a timely manner.

**Administration:** The selection committee shall be appointed by the appropriate conference program committee and proceeding as outlined in the Awards Committee Procedures.

**Funding:** Funding for such awards is to be included in the approved operating budget for the conference.

12.6 SERVICE AWARDS DESCRIPTIONS AND PROCEDURES

Service awards are intended to recognize service to IEEE Computer Society programs and activities, and to the profession, as opposed to technical achievement.

12.6.1 Richard E. Merwin Award for Distinguished Service

**Contribution:** Outstanding volunteer service to the profession at large, including significant service to the IEEE Computer Society or its predecessor organizations. The award is for service as opposed to technical achievement.

**Eligibility:** The Richard E. Merwin Award is the highest level volunteer service award of the Society, and the highest selection criteria are to be maintained. No current or past Society president shall be eligible until four years after completion of presidential service.

**Award:** Bronze medal and $5,000 honorarium. Funds for travel to the presentation site, if necessary, will be provided for the awardee and one companion.

**Administration:** The Merwin Subcommittee shall solicit candidates and make the preliminary selection.

12.6.2 Distinguished Contributions to Public Service in a Pre-College Environment

**Contribution:** To further the professional and technical goals of the IEEE Computer Society in a pre-college environment.

**Nominator:** Anyone may nominate. Nominations must include specific information on activities for at least five years and be accompanied by at least two endorsement letters.

**Award:** Plaque.

**Administration:** The Education Awards Subcommittee shall solicit nominations and make the preliminary selection.

12.6.3 Service Award Certificates
Service award certificates may be presented at any appropriate Society function. Nominations may be made at any time, but it is preferable if the nomination follows closely in time the contribution to be recognized. Service award certificate recipients shall be acknowledged annually on the Computer Society’s website.

12.6.3.1 Certificate of Appreciation (CA)

**Contribution:** Creditable service to any Society activity or program. Awards signed by the function chair certify the function's appreciation for services performed by individuals. Areas of contribution would include service with a conference organizing or program committee. It can be given to subcommittee members in lieu of a letter of appreciation.

**Administration:** Awards Committee approval of intra-function (within a single program or activity) CAs is not required. If the nominator is not responsible for the function, candidates must be endorsed by the function or committee chair or an appropriate officer. Certificates signed by the president are to certify the Society's appreciation for the services performed by the individual and shall be approved by the Awards Committee.

12.6.3.2 Meritorious Service Certificate (MS)

**Contribution:** Significant service to any Society-sponsored activity may qualify in whole or in part. Qualification is enhanced by the level and number of contributions, excellence, dedication, and tenure of service. Areas of contributions include any significant role in one activity such as an editorship, committee or conference support of unusual and/or continuing nature, and service as Society officer, committee or conference general or program chair.

**Administration:** Certificates are signed by the president and shall be approved by the Awards Committee.

12.6.3.3 Outstanding Contribution Certificate (OC)

**Contribution:** An achievement of major value and significance to the IEEE Computer Society. The achievement should be a specific, concisely characterized accomplishment, as opposed to a collection of different efforts. Examples could include the successful launching of major conference series, publications, standards and model curricula. A group OC award may be given for a major contribution in which a number of volunteers each made significant contributions. Certificates bearing all names would be awarded.

**Administration:** Certificates are signed by the president and must be approved by the Awards Committee.

12.6.3.4 Distinguished Service Certificate (DS)

**Contribution:** The highest service award certificate in recognition for long and distinguished service to the IEEE Computer Society at a level of dedication and achievement rarely demonstrated. Often includes service in several capacities, and positions of significant Society responsibility, with contribution levels justifying multiple Meritorious Service Certificates or higher. Areas of contributions might include initiating a Society program or conference, or long-term and active service on Society committees.

**Administration:** Certificates are signed by the president and shall be approved by the Awards Committee.

12.6.3.5 Continuous Service Award

**Contribution:** Ongoing credible service to any Society activity or program. This is intended to recognize and encourage the ongoing involvement of volunteers in Society programs. The initial certificate may be awarded after three years of continuous service. Service may be within a single role over multiple years, or reflect changes of roles within the Society. This is comparable to multiple Certificates of Appreciation signed at the presiditional level.

**Eligibility:** All current IEEE Computer Society volunteers.
Nomination: Initial nomination should be from the program or activity leadership, or the vice president responsible for the nominee’s area of work. No further endorsements are required.

Administration: Awards Committee approval of the initial award followed by annual renewal based on the confirmation of the chair or leader of the associated program. The citation should indicate the general area of contribution so that rotation through various jobs can be recognized in this context as appropriate. For example, “For ongoing volunteer service to the IEEE Computer Society”, and for each year, indicated the area of involvement and role.

Award: Certificates are signed by the president and shall be approved by the Awards Committee.

**SECTION 12.7 ADMINISTRATION OF TECHNICAL COMMITTEE AWARDS**

1. Proposals for the establishment of new technical committee recognition or service awards or revision of existing awards shall be endorsed by the appropriate technical council, committee, or task force (collectively TCs) and forwarded to the Awards Committee, Board of Governors, and IEEE TABARC for review and endorsement of the award specifications, to IEEE TAB for approval, and to the IEEE Awards Board for information.

2. TCs shall manage their award solicitation and selection process according to procedures set forth in the Awards Handbook. Each TC chair or executive committee shall appoint an award selection subcommittee to publicize a call for nominations, solicit candidates and make the preliminary selection.

3. The award selection subcommittee shall forward the award candidate recommendation to the TC Executive Committee for endorsement and to the Awards Committee for final approval.

**12.82 AWARDS TO PAID STAFF MEMBERS**

Generally all service awards are open to all paid Society staff members whose contributions qualify. There are important provisos, however, and operational variants pertaining to the nomination and approval procedures. Staff and volunteers should be kept aware of the intent and scope of awards program as it applies to staff. For example, awards will generally not be given for the excellence in performance of normal responsibilities, for which normal compensation methods exist. The contribution must be exceptional relative to the type and/or level of accomplishment for which the Society compensates the employee at present or for which it might reasonably do so in the near future, via promotion or other change in assigned responsibilities. The achievement should also be distinctly apparent to the employee's peers and appropriate staff and volunteer management. Most importantly, awards to staff shall not be used in lieu of normal forms of compensation. In order to minimize sensitivity or management problems, the nomination and review processes must include consultation with appropriate senior staff managers, including the chief staff executive.

**12.82.1 Harry Hayman Award for Distinguished Staff Achievement**

Contribution: Long and distinguished service of an exemplary nature in the performance of duties over and above those called for as a regular employee of the society.

Eligibility: Current IEEE Computer Society staff members of long standing.

Nomination: Anyone can nominate.

Award: Plaque and a $5,000 honorarium. A brochure featuring each recipient's contributions shall be produced for the award ceremony.

Presentation: At an appropriate function specified by the president.
Administration: This award is an exception to general awards practices. Nominees for the award shall be considered and approved by the Society's Executive Committee. Nominations shall be made to the Society’s Executive Committee through the president. The Awards Committee will assist in the logistics of the process, including the preparation of the brochure.

12.98 AWARDS TO CHAPTERS

Contribution: Each year, the Member and Geographic Activities Board (MGAB) will present Outstanding Chapter Awards (OCAs) to the chapter and the student chapter that perform best during the previous year as compared to all other chapters. The level or performance will be based on the guidelines for the OCA established by MGAB.

Administration: This award will be administered and funded by MGAB. The Awards Committee shall approve the award recipient.

Award: The award will consist of a certificate and Distinguished Visitors Program (DVP) visit in which local expenses normally paid by the chapter are paid by the IEEE Computer Society to the first place winners. Four additional certificate awards will be presented consisting of one IEEE Computer Society publication of choice to the second and third place winning chapters and student chapters.

12.109 GOLDEN CORE MEMBER RECOGNITION

Contribution: Long-standing member or staff service to the Society. Each year the Awards Committee will select up to a maximum number of 50 recipients from eligible candidates and permanently include their names in the Golden Core Member master list.

Eligibility: All current IEEE Computer Society members or staff. A Golden Core member must have received one of the following:

- Meritorious Service Certificate,
- Outstanding Contribution Certificate,
- Distinguished Service Certificate,
- Richard E. Merwin Award,
- Harry Hayman Award;

or must have served in one of the following capacities:

- Staff member with five years tenure,
- Board of Governors members,
- Executive Committee member,
- President

Administration: The recognition program shall be administered and funded by the Awards Committee.

Recognition: The recognition will consist of a Golden Core pin and plaque. Presentation of the recognition may be at an appropriate function designated by the president or by mail. Individual names will be included in a master list and publicized in accordance with Awards Committee responsibilities for publicity reaching the IEEE Computer Society membership.

12.1110 AWARDS TO STUDENTS

Contribution: The Awards Committee shall organize a team of judges to present awards at the annual Intel Science and Engineering Fair (ISEF). The Awards Chair shall appoint the Society’s chief ISEF judge. The chief judge shall recruit a minimum of three additional judges and manage the on-site judging process. Three individual and two team awards may be presented for outstanding high school student projects.

Administration: The ISEF awards shall be administered and funded by the Awards Committee.
Award: First place individual award of $1,000, second place individual award of $500, and third place individual award of $350. First place team award of $500 for each team member and second place team award of $400 for each team member. All winners also receive a one year free subscription to the Computer Society magazine of their choice.

12. IEEE AWARDS SUPPORT

The IEEE sponsors awards in areas of interest to the IEEE Computer Society. It is the responsibility of the Awards Committee to ensure that the Society solicits both nominators and candidates for these awards, and that appropriate, timely nominations are made to the appropriate body of the IEEE. The IEEE Awards Candidate Search Subcommittee shall seek nominators and candidates for four primary IEEE awards:

- Emanuel R. Piore Award
- Koji Kobayashi Award
- Richard W. Hamming Medal
- John Von Neumann Medal

In addition, many IEEE and other IEEE technical society awards exist for contributions made directly or indirectly to the field of computers and computing. The IEEE Awards Candidate Search Subcommittee shall coordinate the Society's participation in and contribute directly to these relevant awards programs.

C. PPM Section 4.1.2 Executive Committee Powers and Duties

Motion 9.C: Walz 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 4.1.2 Executive Committee Powers and Duties. Motion passed by voice vote.

SECTION 4 EXECUTIVE COMMITTEE

4.1 INTRODUCTION

4.1.1 Composition

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

4.1.2 Powers and Duties

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

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

- Initiate modifications and amend the IEEE Computer Society Policies & Procedures Manual based on the recommendations of the Constitution & Bylaws Committee (PPM Section 1.4).
- Approve $100,000 or less per operating or capital budget line item per meeting up to a cumulative total (across all budget lines and meetings) of 5% of the approved base budget (PPM Section 16.2.3).

10. Executive Committee Approval of Society Representative Appointment – Isaak

A. International Federation for Information Processing (IFIP) General Assembly

Kasturi moved, Williams seconded, “MOVED, that this motion be withdrawn because the candidate was appointed before the Policy and Procedures Manual was revised to require IEEE Executive Committee approval of IEEE Computer Society representatives to outside organizations.” Motion passed by voice vote.
B. Computing Science Accreditation Board (CSAB) Representatives
      Motion 10.B.1: Burd moved on behalf of the Educational Activities Board, “MOVED, that the IEEE
      Computer Society Executive Committee approves the appointment of Pearl Wang as the IEEE Computer
      Society representative to the Computing Sciences Accreditation Board (CSAB).” Motion passed by voice
      vote.

      Action: VP, EAB. Due: ASAP. EXCOM 05/11 10.B.1. Notify Wang of her appointment to CSAB.

   2. Society Rep Guide-CAB Sebern
      Motion 10.B.2: Burd moved on behalf of the Educational Activities Board, “MOVED, that the IEEE
      Computer Society Executive Committee approves the appointment of Mark Sebern as the IEEE Computer
      Society representative to the Computing Sciences Accreditation Board (CSAB).” Motion passed by voice
      vote.

      Action: VP, EAB. Due: ASAP. EXCOM 05/11 10.B.2. Notify Sebern of his appointment to CSAB.

      Motion 10.B.3: Burd moved on behalf of the Educational Activities Board, “MOVED, that the IEEE
      Computer Society Executive Committee approves the appointment of Tom Hilburn as the IEEE Computer
      Society representative to the Computing Sciences Accreditation Board (CSAB).” Motion passed by voice
      vote.

      Action: VP, EAB. Due: ASAP. EXCOM 05/11 10.B.3. Notify Hilburn of his appointment to CSAB.

11. Administrative Fee Scale for Large Conferences – Walz
    Motion 11: Walz moved on behalf of the Constitution and Bylaws Committee, “MOVED, that conferences
    with a budgeted or actual expense budget of $125,000 or greater, the CS Admin Fee is calculated on a sliding
    scale starting at 16% and reduced by 2.0% for each additional $250,000 of expense, with a minimum of 6%,
    starting with 2012 conferences.” Motion passed by voice vote.

12. Vice President, Educational Activities Update – Burd
    The Executive Committee was updated on curricula and professional development activities, along with
    participation in computing community activity.

13. Vice President, Member & Geographic Activities Update – Kasturi
    Kasturi identified the need for a Computer Society membership development volunteer network. He
    provided the steps necessary to establish this network. Kasturi updated the Executive Committee on 2010
    activities to expand MGAB’s outreach activities.

14. Vice President, Professional Activities Update – Joannou
    Joannou reviewed initiatives on information technology, including certification and planning and software
    engineering, which reviewed SWEBOK refresh.

15. 1st Vice President, Publications Updated – Grier
    Grier presented the rationale for digital software magazine PIF, cost effectiveness, audience, and the
    timeline.

16. Vice President, Standards Activities Update – Fujii
    Fujii briefed the Executive Committee on the status of the Cloud Computing Special Project, Smart Grid
    standards, along with other initiatives.

17. Vice President, Technical & Conference Activities Update – Schober
    Schober reviewed goals to date, which included efforts to create a stand set of materials to assist conference
    organizers, updates to the Technical & Conference Activities Handbook, along with other goals.
18. BREAK – Reisman

EXECUTIVE SESSION

19. 2012 Staffing Plan – Burgess

EXECUTIVE SESSION

20. DISCUSSION ITEMS – Reisman

21. SPECIAL ORDERS – Reisman

22. UNFINISHED BUSINESS OR GENERAL ORDERS – Reisman

23. NEW BUSINESS – Reisman
   A presentation was made on approving a PIF for Special Technical Communities outreach.

24. GOOD OF THE ORDER – Reisman
   None.

25. ANNOUNCEMENTS – Reisman

23. NEXT MEETING
   The next meeting will be held at 1:30 p.m., November 13, 2011 at the Heldrich Hotel, New Brunswick, New Jersey.

24. ADJOURNMENT – Reisman
   The meeting adjourned at 5 p.m., MDT