1. Call to Order – Isaak
A meeting of the IEEE Computer Society Executive Committee was held at 8:00 a.m. Pacific Standard Time, on 5 February 2010 at the Disneyland Hotel, Anaheim, California USA. James D. Isaak, president, chaired and Jeffrey M. Voas served as secretary.

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

A. Franchised Members
Elizabeth L. Burd, VP, Educational Activities Board, present
Frank E. Ferrante, Treasurer, present
Roger U. Fujii, 1st VP, Standards Activities Board, present
David Alan Grier, VP, Publications, present
James D. Isaak, President-Elect, present
Susan K. (Kathy) Land, 2009 President, present
James W. Moore, VP, Professional Activities Board, present
Sorel Reisman, President-Elect, present
Sattupathu V. Sankaran, VP, Member and Geographic Activities Board, present
Jeffrey M. Voas, 2nd VP, Secretary, present
John W. Walz, VP, Technical & Conference Activities Board, present

B. Ex officio Members (without vote)
Angela R. Burgess, Executive Director, present
Carl K. Chang, Computer EIC, absent
Stephen L. Diamond, 2009-2010 IEEE Division VIII Director, present
Michael R. Williams, 2010-2011 IEEE Division V Director, present

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

Michael Bennett
Pierre Bourque
Evan Butterfield
Thomas M. Conte
Ann DeMarle
Violet S. Doan
David S. Ebert
Jean-Luc Gaudiot
Susan Hayden
Cecelia Huffman
Andre Ivanov
Anne Marie Kelly
John G. Miller
Dick J. Price
Christina M. Schober
Carl Scott
Steven L. Tanimoto
Mary Ward-Callan

4. Approval of Agenda – Voas
Motion 4: Ferrante moved, Sankaran seconded, “MOVED, that the agenda be approved as is.” Motion carried by voice vote.
5. **Approval of Minutes of the 16 November 2009 Meeting – Voas**

Motion 5: Reisman moved, Grier seconded, “MOVED, that the minutes of the 16 November 2009 Executive Committee meeting be approved as is.” Motion carried by voice vote.

6. **Amendments to the Society Bylaws -- Reisman**

A. **Article II Nominations and Elections**

**ARTICLE II - NOMINATIONS AND ELECTIONS**

**Section 1: Nomination by Petition**

1. For each elective office of the Society, individual voting members eligible to vote in such election may nominate candidates by written petition provided such nominations are made at least 28 days before the first published day of the election. The number of signatures required on a member petition shall be determined in accordance with IEEE Bylaws as follows. For all positions where the electorate is less than 30,000 voting members, signatures shall be required from 2% of the eligible voters. For all positions where the electorate is more than 29,999 voting members, 600 signatures of eligible voters plus 1% of the difference between the number of eligible voters and 30,000 shall be required.

2. Members shall be notified of all duly made nominations prior to the election. Prior to submission of a nomination petition, the petitioner shall have determined that the nominee named in the petition is willing to serve; if elected, evidence of such willingness to serve shall be submitted with the petition.

3. Signatures shall be submitted electronically through the official IEEE Computer Society annual election website, or by signing and mailing a paper petition. The name of each member signing the paper petition shall be clearly printed or typed. For identification purposes of signatures on paper petitions, membership numbers or addresses as listed in the official IEEE membership records shall be included. Only signatures submitted electronically through the IEEE Computer Society annual election website or original signatures on paper petitions shall be accepted. Facsimiles, or other copies of the original signature, shall not be accepted.

4. The number of signatures required on a petition shall depend on the number of eligible society voters, as listed in the official IEEE membership records at the end of the year preceding the election.

**Section 12: Nomination to the Board of Governors**

1. Annually the Nominations Committee shall provide a list of proposed nominees for Board positions. This list of proposed nominees shall be submitted to the current Board of Governors at least four weeks prior to the Board meeting at which the Board shall select nominees. Additional proposed nominees may be submitted by written Board petition signed by one-third of the franchised Board members and received by the secretary at least 10 days prior to the above meeting. The Board shall select by secret ballot not less than 11 nominees to fill elected Board member positions, and the names of those nominees shall be published at least 60 days prior to the first published day of the election in a Society publication nominally reaching the entire membership, in advance of the deadline for receipt of member petitions. In the same publication there shall be a request for petitions for additional nominees. Nominations from the floor shall not be permitted during the Board meeting at which the selection occurs. Additional nominees may be named by petition of the voting members of the Society, with each member eligible to sign one petition for each office. The number of signatures required is specified in Bylaws Article II, Section.

The number of signatures required on a member petition shall be determined in accordance with IEEE Bylaws as follows. For all positions where the electorate is less than 30,000 voting members, signatures shall be required from 2% of the eligible voters. For all positions where the electorate is more than 29,999 voting members, 600 signatures of eligible voters plus 1% of the difference between the number of eligible voters and 30,000 shall be required.

2. Members shall be notified of all duly made nominations prior to the election. Prior to submission of a nomination petition, the petitioner shall have determined that the nominee named in the petition is willing to serve; if elected, evidence of such willingness to serve shall be submitted with the petition.
3. Signatures shall be submitted electronically through the official IEEE Computer Society annual election website, or by signing and mailing a paper petition. The name of each member signing the paper petition shall be clearly printed or typed. For identification purposes of signatures on paper petitions, membership numbers or addresses as listed in the official IEEE membership records shall be included. Only signatures submitted electronically through the IEEE Computer Society annual elections website or original signatures on paper petitions shall be accepted. Facsimiles, or other copies of the original signature, shall not be accepted.

4. The number of signatures required on a petition shall depend on the number of eligible society voters, as listed in the official IEEE membership records at the end of the year preceding the election.

Section 23: Board of Governors Candidates

The Nominations Committee shall be directed to solicit the membership at large for suitable Board nominees and shall consider in its proposals those factors which will promote the equitable representation of the Society's technical, diversity and geographic interests.

Section 34: Board of Governors Qualifications

In order to be qualified as a candidate for an elected Board position, a nominee must meet all constitutional and the following requirements:

1. His/her vita must be submitted for publication in a Society publication nominally reaching the entire membership in a timely manner.

2. The nominee must affirm willingness and availability to serve.

3. A Board member shall not be elected to a third full consecutive term. For this purpose, the occupying of a Board position for a period of less than eighteen months shall not be construed as serving a term.

4. In addition, each nominee must agree to seek significant involvement in Society activities.

Section 45: Board Elections

1. Election to the Board shall be by secret ballot of the Society membership.

2. Candidates shall be elected to the Board in the order of their plurality, the largest plurality being first.

3. In the case of a tie vote for the final position, the Board shall select the winner by secret ballot.

4. Board position vacancies due to current Board members being elected to Society officer positions of president-elect, first vice president and second vice president, shall be treated as normal Board vacancies.

5. The top two runners-up for Board positions from the most recent election, along with other nominees to be selected by the Nominations Committee, shall form a roster of candidates to fill vacancies on the Board. The Board shall vote by secret ballot to fill vacancies.

Section 56: Officer Nominations

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

Section 47: Officer Qualifications

In order for a nominee to be qualified as a candidate for a member-elected officer position, the nominee must meet all the constitutional and the following requirements:

1. His/her vita must be submitted for publication in a Society publication nominally reaching the entire membership in a timely manner.

2. The nominee must affirm willingness and availability to serve.

3. The nominee must, at the time of candidacy, meet the Society's requirements for service.

4. No individual shall be elected to the office of president-elect more than once, nor may an elected vice president be elected to a fifth year as an elected vice president. For this purpose, occupying an office for a period of less than one-half of a normal term shall not be construed as holding that office.

Section 48: Officer Elections

The election of officers shall be by secret ballot of the Society membership. The candidates receiving the highest number of votes shall be elected.

Section 49: Assumption of Duties

1. It shall be the responsibility of the current secretary of the Board to assure that all candidates of the elections are informed of the outcome.

2. Newly elected members of the Board and officers shall assume office on the following 1 January.

3. If, for any reason, a newly elected officer of the Board cannot assume his/her duties, the incumbents shall continue in office until the transfer can be arranged.

Section 90: IEEE Delegate-Director-Elect Nominations

In accordance with IEEE Bylaws, IEEE Computer Society members annually elect a Division Delegate-Director-Elect. This individual shall automatically become Delegate-Director after serving a one year term as Division Delegate-Director-Elect.

When an IEEE Division which represents the IEEE Computer Society is to elect a Division Delegate-Director-Elect, the Nominations Committee shall recommend candidates in compliance with IEEE Bylaws. The timing of IEEE Board of Directors elections requires that the Board of Governors provide nominations early in the year. Therefore, the Nominations Committee is required to prepare a list of two or more candidates proposed nominees for the annual (end of year) Board of Governors meeting, where a slate will be selected to propose for the subsequent year’s Board of Governors without further Nominations Committee action. To solicit names of potential nominees for presentation to the incoming Nominations Committee, the president may appoint an ad hoc committee as described in the IEEE Computer Society Policies and Procedures Manual. These list of candidates shall be submitted to the Board of Governors at least four weeks prior to the Board meeting at which the selection is to occur. Additional proposed nominees may be submitted by written petition signed by one-third of the franchised Board members and received by the secretary at least 10 days prior to the Board meeting. The Board of Governors shall select by secret ballot a slate of not less than one nor more than three nominees from the proposed candidates nominees. Nominations from the floor shall
not be permitted during the Board meeting at which the selection occurs. The approved name(s) shall be transmitted as required by IEEE Bylaws, as Society nominee(s).

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

Motion 6A: Reisman moved on behalf of the Constitution & Bylaws Committee, “MOVED, that the IEEE Computer Society Executive Committee endorses the proposed amendments to Article II Nominations and Elections, and recommends approval to the Board of Governors.” Motion passed by voice vote.

6B Article XII Section 5 Fellows Committee
ARTICLE XII – STANDING COMMITTEES

Section 5: Fellows Committee

The Fellows Committee shall assist the IEEE Fellows Committee in recognizing IEEE members who, in its opinion, meet the qualifications for the grade of fellow because of contributions to the areas of interest to the Society. The Fellows Committee shall consist of at least seven Society members chosen from among those of fellow grade within the IEEE, members as defined in the IEEE Computer Society Policies & Procedures Manual.

Motion 6B: Reisman moved on behalf of the Constitution & Bylaws Committee, “MOVED, that the IEEE Computer Society Executive Committee endorses Section 5 Fellows Committee, and recommends approval to the Board of Governors. Motion carried by voice vote.


7A. Section 5 Executive Committee

SECTION 5 MEMBERS OF THE EXECUTIVE COMMITTEE

5.1 PRESIDENT

5.1.1 Position Function

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

5.1.2 Contacts

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

5.1.3 Position Responsibilities

1. Sets and directs achievement of overall society objectives.

2. Appoints executive committee members, standing committee chairs and other officers and representatives. May appoint ad hoc committees as deemed desirable.

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

4. Serves as a franchised member ex officio and chairs of the:
5. Prepares meeting agendas and distributes relevant information to all members prior to meetings.

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

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

8. Serves as point of conflict resolution.

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

10. Represents the society to external organizations.

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

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

13. Prepares status reports for the Board of Governors.

5.2 PRESIDENT-ELECT

5.2.1 Position Function

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

5.2.2 Contacts

Has wide ranging contacts, at all levels with members, volunteers, and staff of the society, IEEE, and external organizations. The primary staff contact is \textit{shall be} the chief staff executive.

5.2.3 Position Responsibilities

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

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

3. Serves as a franchised member \textit{ex officio} and chairs the:
   - Constitution & Bylaws Committee
   - Planning Committee

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

5. Presides over committee meetings to ensure achievement of objectives and attention to major issues and purposes.
6. Serves on or appoints a member to the Nominations Committee.

7. Selects the sites and dates of the board meetings a year in advance.

8. Assists the president in identifying potential leaders.

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

10. Performs other duties as assigned by the president or by the board.


5.3 PAST PRESIDENT

5.3.1 Position Function

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

5.3.2 Contacts

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

5.3.3 Position Responsibilities

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

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

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

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

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

5. Serves as a franchised member ex officio of the:
   - Board of Governors
   - Executive Committee
   - Constitution & Bylaws Committee
   - Finance Committee
   - Planning Committee

6. Assists the president in identifying potential leaders.

7. Trains board members and encourages active participation by Board of Governors and members in IEEE Computer Society activities.
8. Plans, initiates, and promotes ongoing interaction with other societies.

9. Ensures web currency.

10. Performs other duties as assigned by the president or by the board.

### 5.4 FIRST VICE PRESIDENT

#### 5.4.1 Position Function

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

#### 5.4.2 Contacts

Has wide ranging contacts, at all levels with members, volunteers, and staff of the society, IEEE, and external organizations. The primary staff contact is the chief executive.

#### 5.4.3 Position Responsibilities:

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

2. Executes a portfolio as assigned by the president.

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

4. Ensures web currency of the assigned portfolio.

5. Assists the president in setting and achieving overall society objectives.

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

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

### 5.5 SECOND VICE PRESIDENT

#### 5.5.1 Position Function

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

#### 5.5.2 Contacts

Has wide ranging contacts, at all levels with members, volunteers, and staff of the society, IEEE, and external organizations. The primary staff contact is the chief executive.

#### 5.5.3 Position Responsibilities

1. Serves as a franchised member *ex officio* of the Executive Committee, Board of Governors, and Planning Committee.
2. Executes a portfolio as assigned by the president.

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

4. Ensures web currency of the assigned portfolio.

5. Assists the president in setting and achieving overall society objectives.

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

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

5.6 SECRETARY

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

5.6.2 Contacts

Primary staff contact is the Administrative Services Manager as assistant secretary. The primary staff contact shall be appointed by the chief staff executive.

5.6.3 Position Responsibilities

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

2. Oversees the preparation and distribution of draft minutes of all society Board of Governors and Executive Committee meetings.

3. Ensures that appropriate permanent records are maintained.

4. Receives and certifies petitions for candidacy for officer positions.

5. Receives and accepts the ballot counts for society elections, and notifies the candidates, officers, and membership of the election results.

6. Assists with overall society interfaces to non-CS entities.

7. Assists the president in setting and achieving overall society objectives.

8. Assists the president in identifying potential leaders.

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

10. Performs other duties as assigned by the president or by the board.

5.6.4 Assistant Secretaries
The incumbents of the staff positions of chief staff executive, director of administration, and administrative services manager; director of governance and governance administrator are shall be designated assistant secretaries of the board, and in that capacity are shall be authorized to certify board actions for the secretary.

5.7 TREASURER

5.7.1 Position Function

Serves as the chief volunteer financial officer. Provides leadership and direction for volunteers and society programs. Reports to the membership on the financial state of the society.

5.7.2 Contacts

Has wide ranging contacts at all levels throughout the society, IEEE, and IEEE TAB. Primary staff contact is the finance manager. The primary staff contact shall be appointed by the chief staff executive.

5.7.3 Position Responsibilities

1. Serves as a member ex officio of the Board of Governors and as a franchised member ex officio of the Executive Committee and Planning Committee.
2. Serves as a franchised member ex officio and chair of the Finance Committee (FinCom).
3. Directs the preparation of meeting agendas and distributes relevant information to all members prior to the meeting.
4. Directs the development of financial objectives and strategies for the society.
5. Recommends changes in finance policy to the Board of Governors.
6. Directs the development of the draft budget for FinCom recommendation to the president and Board of Governors.
7. Directs the development of other FinCom recommendations to the board on all matters having financial implications for the society.
8. Prepares financial status reports for the Board of Governors.
9. Ensures the integrity of the fiscal affairs of the society.
10. Assists the president in setting and achieving overall society objectives.
11. Assists the president in identifying potential future leaders.
12. Trains board members and encourages active participation by Board of Governors and members in IEEE Computer Society activities.
13. Performs other duties as assigned by the president or by the board.

5.8 VICE PRESIDENTS’ DUTIES AND POWERS OF APPOINTMENT

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

5.9 VICE PRESIDENT FOR MEMBER AND GEOGRAPHIC ACTIVITIES
5.9.1 Position Function

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

5.9.2 Contacts

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

5.9.3 Position Responsibilities

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

2. Chairs the IEEE Computer Society Member and Geographic Activities Board (MGA), and ensures attention to major issues and purposes.

3. Assists the president in setting and achieving overall society objectives.

4. Appoints members of the MGA.

5. Directs development of MGA objectives.

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

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

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

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

10. Assists the president in identifying potential leaders.

11. Promotes member development, recruitment, and retention.

12. Promotes chapter/society communication and chapter activities.

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

14. Assures the continued vitality of the affiliate program.

15. Oversees the Distinguished Visitors Program.

16. Oversees the MGA Tutorial Program.

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


19. Seeks out opportunities for cross-board cooperation and collaboration.
20. Trains board members and encourages active participation by the Board of Governors and members in IEEE Computer Society activities.


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

5.10 Vice President for Technical and Conference Activities

5.10.1 Position Function

Provides policy direction to the Technical and Conference Activities (T&C) Board. Provides leadership and direction for volunteers and society programs.

5.10.2 Contacts

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

5.10.3 Position Responsibilities

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

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

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

4. Directs development of T&C Board objectives.

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

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

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

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

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

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


12. Appoints members of the T&C Board.

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

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

15. Encourages active participation by T&C Board members in IEEE Computer Society activities.
16. Appoints one member an ex officio, non-voting representative to the Membership CommitteeMGA.

17. Assists the president in identifying potential leaders.

18. Works with the society representatives to the IEEE Conferences Committee to insure appropriate input/coverage/communications between the society and this IEEE Committee.


20. Maintains handbooks and ensures web currency

21. Seeks out opportunities for cross-board and cross-society cooperation and collaboration.

22. Assists the president in setting and achieving overall society objectives.

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

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

5.11 VICE PRESIDENT FOR EDUCATIONAL ACTIVITIES

5.11.1 Position Function

Provides policy direction to the Educational Activities Board. Provides leadership and direction for volunteers and society programs.

5.11.2 Contacts

Has wide ranging contacts at all levels with members, volunteers, and staff of the society, IEEE, and external organizations. The primary staff contact is the Director of Business and Product Development. The primary staff contact shall be appointed by the chief staff executive.

5.11.3 Position Responsibilities

1. Chairs the Educational Activities Board (EAB), and ensures attention to major issues and purposes.

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

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

4. Appoints members of the EAB.

5. Directs development of EAB objectives.

6. Informs the EAB members and subcommittees of board objectives and their expected individual contributions and responsibilities.

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

8. Recommends candidates for Directors of CSAB to the president.
9. Recommends candidates for ABET program evaluators.
10. Appoints a member of the IEEE-EAB Accreditation Policy Committee.
11. Prepares EAB status reports for the Board of Governors.
12. Recommends changes in EAB policy to the Board of Governors.
13. Encourages active participation by EAB members in other IEEE Computer Society activities.
14. Appoints one member an ex officio, non-voting representative to the Membership Committee MGA.
15. Assists the president in identifying potential leaders.
16. Serves as a focal point for working with outside entities with an interest in education.
17. Directs preparation of the EAB budget.
19. Maintains handbook and ensures web currency.
20. Seeks out opportunities for cross-board cooperation and collaboration.
21. Assists the president in setting and achieving overall society objectives.
22. Trains board members and encourages active participation by Board of Governors and members in IEEE Computer Society activities.
23. Performs other duties as assigned by the president or by the board.

5.12 VICE PRESIDENT FOR PROFESSIONAL ACTIVITIES

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

5.12.2 Contacts
Has wide contacts both internal and external to the society, IEEE, and other professional organizations, including volunteers, and staff. The primary staff contact is the Director of Business and Product Development. The primary staff contact shall be appointed by the chief staff executive.

5.12.3 Position Responsibilities
1. Chairs the Professional Activities Board (PAB), and ensures attention to major issues and purposes.
2. Serves as a member ex officio of the Board of Governors and as a franchised member ex officio of the Executive Committee and Planning Committee.
3. Assumes responsibility for PAB finances, operations, assessment, and planning.
4. Appoints members of the PAB.
5. Directs development of PAB objectives.
6. Informs the PAB members and subcommittees of board objectives and their expected individual contributions and responsibilities.

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

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

9. Monitors operation of subordinate committees.

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

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

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

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

14. Serves as a focal point for working with outside entities with an interest in professional activities.

15. Directs preparation of the PAB budget.


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

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

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

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

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

5.13 VICE PRESIDENT FOR PUBLICATIONS

5.13.1 Position Function

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

5.13.2 Contacts

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

5.13.3 Position Responsibilities

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

2. Serves as a member *ex officio* of the Board of Governors and as a franchised member *ex officio* of the Executive Committee and Planning Committee.
3. Assumes responsibility for Publications Board finances, operations, assessment, and planning.

4. Appoints members of the Publications Board.

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

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


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

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

10. Presents proposals for new periodicals to the Board of Governors. Prepares Publications Board status reports for the Board of Governors.

11. Recommends changes in publications policy to the Board of Governors.

12. Encourages and supports the editors-in-chief in their leadership of the periodicals.


14. Appoints one member to the Membership Committee an ex officio, non-voting representative to the MGA.

15. Assists the president in identifying potential leaders

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

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

18. Directs preparation of the Publications Board budget.


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

22. Assists the president in setting and achieving overall society objectives.

23. Trains board members and encourages active participation by Board of Governors.

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

5.14 VICE PRESIDENT FOR STANDARDS ACTIVITIES

5.14.1 Position Function

Provides policy direction to the Standards Activities Board. Provides leadership and direction for volunteers and society programs.
5.14.2 Contacts

Has wide contacts both internal and external to the society, IEEE, and standards making organizations, including sponsors, working group chairs, volunteers, and staff. The primary staff contact is the Director of Volunteer Services. The primary staff contact is appointed by the chief staff executive.

5.14.3 Position Responsibilities

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

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

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

4. Appoints members of the SAB.

5. Directs development of SAB objectives.

6. Informs the SAB members and subcommittees of board objectives and their expected individual contributions and responsibilities.

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


9. Monitors election of sponsor officers.

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

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

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

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

14. Appoints one member to the Membership Committee an *ex officio*, non-voting representative to the MGA.

15. Assists the president in identifying potential leaders.


17. Reviews and recommends updates to relevant sections of the *IEEE Computer Society Policies & Procedures Manual*.

18. Promotes improved TC - Sponsor relationships.

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

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

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

5.15 DIVISION DIRECTOR AND DIRECTOR-ELECT

5.14.1 Position Function

Serves on the IEEE Board of Directors and the IEEE Technical Activities Board (TAB). Provides leadership and direction for society volunteers and programs. Serves as a member *ex officio,* (non voting), of the IEEE Computer Society Board of Governors and Executive Committee.

5.15.2 Contacts

Has wide ranging contacts at all levels with members, volunteers, and staff throughout the society and the IEEE. The primary staff contact is the chief staff executive.

5.15.3 Position Responsibilities of Division Director

1. Functions as a communication link between the society and the IEEE TAB Vice President.
2. Assists the president in setting and achieving overall society objectives.
3. Encourages and assists society leaders to meet the needs of their members.
4. Coordinate with the IEEE Division V or VIII Directors and Directors-Elect to ensure that at least one of them attends all IEEE Executive Committee meetings.
5. Appoints representatives to SSIT Board of Governors and TAB Awards and Recognition Committee.
6. Assists the president in identifying potential leaders.
7. Investigates and initiates cooperative actions which are beneficial to both the society and the institute.
8. Ensures that society interests receive due consideration within the IEEE.
9. Trains board members and encourages active participation by Board of Governors and members in IEEE Computer Society activities.
10. Performs other duties as assigned by the president or by the board.

5.15.4 Position Responsibilities of Division Director-Elect

1. Assists the president in setting and achieving overall society objectives.
2. Encourages and assists society leaders to meet the needs of their members.
3. Assists the president in identifying potential leaders.
4. Investigates and initiates cooperative actions which are beneficial to both the society and the institute.
5. Trains board members and encourages active participation by Board of Governors and members in IEEE Computer Society activities.
6. Performs other duties as assigned by the president or by the board.

5.15 EDITOR-IN-CHIEF, COMPUTER
Other than the normal duties of an EIC, serves as an ex officio, non-voting member of the Board of Governors and the Executive Committee.

7B. PPM Section 6 Technical & Conference Activities Board and PPM Section 9.3.1 Publications Board Membership

SECTION 6 TECHNICAL AND CONFERENCE ACTIVITIES BOARD

6.1. MEMBERSHIP

The Technical and Conference Activities (T&C) Board is–shall be chaired by the Vice President for Technical and Conference Activities as provided in the bylaws, and shall consist of the following members:

four-five chairs of the T&C Board committees (who will also serve as vice chairs of the T&C Board), the Secretary, the Treasurer and at least six individuals representing a balance of both TC and conference volunteer leadership experience, appointed by the Vice President for Technical and Conference Activities. The most recent past Vice President for Technical and Conference Activities and a member of the society’s professional staff appointed by the chief staff executive are non-voting members.

6.2. RESPONSIBILITIES

The T&C Board is–shall be responsible for providing the general oversight of and for setting policy for the activities of the IEEE Computer Society’s task forces, technical councils and technical committees (combined, TCs) as well as for defining the society’s role and policy for the meetings in which the society participates, whether defined as conferences, symposia, workshops or tutorials (excluding chapter tutorials). The T&C Board shall also be responsible for oversight of conference publishing products.

1. The T&C Board will shall review and approve annual TC operating plans and operating budgets as proposed by the TCs and recommended by the Technical Activities Operations Committee.

2. The T&C Board will shall approve technical meetings with expense budgets between 1% and 2% of the society’s annual budgeted expenses. The Technical Meeting Request Committee will shall approve technical meetings with expense budgets under 1% of the society’s annual budgeted expense according to procedures established in the Technical Meeting Handbook.

3. The T&C Board will shall review and recommend to the Board of Governors approval of any technical meetings with expense budgets over 2% of the society’s annual budgeted expenses.

4. The T&C Board will shall establish an effective interface between the T&C Board and the program boards and other activities of the IEEE Computer Society.

5. The T&C Board will shall encourage discussion of issues related to technical meetings among TC chairs and technical meeting organizers,

6. Periodically (at least once every four years) the T&C Board will shall evaluate each TC’s scope of activity, technical vitality, and financial health, and recommend appropriate action, i.e., creating new TCs and/or terminating or merging existing TCs. Minimum activity criteria shall be set forth in the Technical Activities Handbook.

6.3 COMMITTEES

6.3.1 Technical Activities Operations Committee

6.3.1.1 Membership

The Technical Activities Operations Committee (OpCom) shall be chaired by a vice chair of the T&C Board appointed by the Vice President for Technical and Conference Activities and shall consist of all the chairs of the TCs, and at least four additional members appointed by the Vice President of Technical and Conference Activities. The vice chair of the Conference Activities Advisory Committee shall be an ex-officio member of this Committee.
6.3.1.2 Duties
The Technical Activities OpCom shall provide guidance for the technical activities and technical committees of the society and shall report such activities to the T&C Board.

1. The Technical Activities OpCom will review proposed operating plans and budgets to assist TC chairs in defining adequate, substantive, and realistic technical programs and budgets. TC budget entitlements shall be computed according to the policies set forth in Section 6.10. Once a plan is reviewed by the Technical Activities OpCom, it will be forwarded for approval to the T&C Board with a Technical Activities OpCom recommendation for approval or amendment. The plan will become the official operating plan for the TC upon its approval by the T&C Board.

2. The Technical Activities OpCom will encourage TCs with common technical interests and overlapping scopes to sponsor joint technical activities (e.g., workshops, symposia, conferences, newsletters, etc.) and to explore and collaborate in areas of interest. Technical Activities OpCom will encourage TCs to merge conferences in overlapping areas and to develop new programs and activities in important disciplines where the CS does not already have such activities.

3. The Technical Activities OpCom will promote cooperation and joint technical activities between TCs and other IEEE Organizational Units and with non-IEEE computer and technical professional bodies and relevant national professional societies.

4. The Technical Activities OpCom will assist TC chairs in recognizing outstanding technical leaders and achievers and assist the Vice President for Technical and Conference Activities in submitting the necessary documentation for nominating candidates for the various IEEE and IEEE Computer Society awards.

5. The Technical Activities OpCom will make recommendations for updating the Technical Activities Handbook, to be approved by the Vice President for Technical and Conference Activities.

6. The Technical Activities OpCom will provide an interface between the T&C Board and society staff to explore administrative matters or procedures that could impact TC chairs (e.g., TC budgets, timely TC membership list updates, etc).

6.3.2 Conference Activities Advisory Committee

6.3.2.1 Membership
The Conference Activities Advisory Committee (AdCom) shall be chaired by a vice chair of the T&C Board appointed by the Vice President for Technical and Conference Activities and shall consist of six members appointed by the Vice President for Technical and Conference Activities. The members shall be drawn from past meeting chairs of small, medium, or large meetings. The vice chair of the Technical Activities OpCom shall be an ex-officio member of this Committee.

6.3.2.2 Duties
The Conference Activities AdCom shall provide guidance for meeting activities of the society and shall report such activities to the T&C Board.

1. The Conference Activities AdCom will assist meeting chairs in recognizing outstanding technical leaders and achievers and assist the Vice President for Technical and Conference Activities in submitting the necessary documentation for nominating candidates for the various IEEE and IEEE Computer Society awards.

2. The Conference Activities AdCom will make recommendations for updating the Technical Meeting Handbook, to be approved by the Vice President for Technical and Conference Activities.

3. The Conference Activities AdCom will provide an interface between the T&C Board and society staff to explore administrative matters or procedures that could impact meeting chairs (e.g., meeting budgets, timely processing of Technical Meeting Request Forms (TMRFs), planning support, etc.).
6.3.3 Technical Meeting Request Committee

6.3.3.1 Membership
The Technical Meeting Request Committee (TMRC) shall be chaired by a vice chair of the T&C Board appointed by the Vice President for Technical and Conference Activities and shall consist of at least four members appointed by the Vice President for Technical and Conference Activities. The committee shall be composed of individuals representing a balance of both TC and conference volunteer leadership experience. Subcommittees may be formed at the discretion of the chair.

6.3.3.2 Duties
The TMRC is shall be responsible for oversight of the administrative tasks which support the meetings of the society. The TMRC shall provide guidance for the technical meeting committees of the society and establishes methods, tools, and training programs to assist meeting organizers. The TMRC shall approve technical meetings according to procedures established in the Technical Meeting Handbook. The TMRC, with the assistance of the appropriate society staff member, maintains the IEEE Computer Society’s Technical Meeting Handbook. The handbook shall include detailed procedures for the conduct of the technical meetings program. Additionally, the TMRC is shall be responsible for recommending approval of Memorandums of Understanding (MOUs) to the Vice President of Technical and Conference Activities. (6.4.3).

6.3.4 Assessment and Planning Committee

6.3.4.1 Membership
The Assessment and Planning Committee shall be chaired by a vice chair of the T&C Board appointed by the Vice President for Technical and Conference Activities and shall consist of at least four members appointed by the Vice President for Technical and Conference Activities. The committee shall be composed of individuals representing a balance of both TC and conference volunteer leadership experience. Subcommittees may be formed at the discretion of the chair.

6.3.4.2 Duties
The Assessment and Planning Committee is shall be responsible for the strategic planning and ongoing assessment of the meetings of the society. The Assessment and Planning Committee shall assess the technical and financial viability of the T&C Board meeting portfolio and make recommendations to the T&C Board regarding the management of this portfolio. The Assessment and Planning Committee also reviews steering committee charters for technical meetings, and their modifications, and makes recommendations to the T&C Board on meeting termination or sponsorship changes.

6.3.5 Conference Publications Operations Committee

6.3.5.1 Membership
The Conference Publications Operations Committee shall be chaired by a vice chair of the T&C Board appointed by the Vice President for Technical and Conference Activities and shall consist of at least four at-large members appointed by the Vice President for Technical and Conference Activities. One at-large member shall be a liaison to the Publications Board. Subcommittees may be formed at the discretion of the vice chair.

6.3.5.2 Duties
The Conference Publications Committee shall be responsible for oversight of all Computer Society conference publishing products. The Conference Publications Committee shall oversee program direction, overall program operations, intellectual property issues, pricing and revenue sharing. The committee may test prototype products for decisions on future activities.

SECTION 9 PUBLICATIONS
9.3 OPERATIONS COMMITTEES

9.3.1 Membership

The membership of the Magazine Operations Committee (MOC), the Transactions Operations Committee (TOC), and the Press Operations Committee (POC), and the Conference Publications Operations Committee (CPOC) shall be as specified in the bylaws. These committees collectively shall be referred to as the Operations Committees (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 for the publication upon its 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, et al.) 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.

7C. Section 16 Fellows

SECTION 16 FELLOWS

16.1 PURPOSE

The IEEE Computer Society shall have a Fellows Committee, the purpose of which is to evaluate candidates for IEEE Fellow.

16.2 COMPOSITION OF THE COMMITTEE

16.2.1 Number of Members

IEEE Computer Society Bylaws require that the Fellows Committee consist of at least seven society members chosen from among those of fellow grade within the IEEE. However, in order to expedite the work of the committee, it is recommended that the committee consist of at least fifteen members, each of whom will be responsible for evaluating approximately fifteen Fellow candidates.

16.2.2 Coverage of Technical Scope
Committee members (also called evaluators) should be chosen so that as a group they provide sufficient coverage of current technical topics likely to match with the expertise of current Fellow candidates. In addition, the society's technical committees and experts in the field of technical interest of the candidate may be asked for assistance in completing candidate evaluations.

16.2.3 Balance of Background

Members of the committee should have a diverse background of experience: consulting, design, development, management, teaching, research, and so forth. Members of the committee may not nominate or serve as references for any candidate to be evaluated by the committee.

16.2.4 Prior Service

The previous chair should be contacted for advice about last year's committee members, both in terms of length and quality of service.

16.2.5 Length of Service

Neither the chair, nor any member of the committee, shall serve for more than three consecutive years in either capacity.

16.2.6 Communication Methods

Due to the speed with which nominations must be evaluated, these guidelines and calendar assume that the committee chair and members have access to electronic mail; fax communication may also be desirable, as may express service delivery of nomination forms to committee members by the chair.

16.3 CALENDAR
(Figure 17.1)

16.3.1 Appointment of Chair by President-elect

The Fellows Committee chair shall be appointed by the president-elect in July for the forthcoming year.

16.3.2 Chief Staff Executive Sends Chair a Copy of Guidelines

Following the appointment of the committee chair in July, the chief staff executive shall send the chair a copy of the complete Fellows Committee guidelines, including the IEEE COMPUTER SOCIETY PPM section and other guidelines that may be developed.

16.3.3 Chair Submits Article to Computer Magazine

In November, the committee chair shall submit an article for publication in the January issue of Computer magazine regarding the IEEE Fellows program and soliciting nominations.

16.3.4 Appointment of Members

The committee chair shall start the selection and appointment process of the members of the committee in September and will complete the process no later than December of each year.

16.3.5 Submission of Nomination Forms

Nomination forms are due by 1 March of each year.

16.3.6 Assignment of Nominations and Initial Transmittal of Forms to Committee Members
The committee chair shall assign nominations for evaluation and transmit forms and materials to committee members by 5 May of each year.

16.3.7 Evaluation by Committee Members

Committee members shall supply their initial evaluations on the appropriate forms to the committee chair no later than 5 May of each year.

16.3.8 Initial Ranking of All Candidates by Committee Chair

The committee chair shall send the initial ranking of all candidates to the committee by 20 May of each year.

16.3.9 Committee Response on Initial Ranking

Committee members shall respond to the chair regarding the initial ranking of candidates by 24 May of each year.

16.3.10 Final Ranking

The committee chair shall decide if numerical rankings should be changed, or if he/she should obtain additional evaluations for individual candidates, and provide final ranking and evaluations to the IEEE chair by mid-June.

16.3.11 Committee Report

The committee chair shall send a report to the society president and the chief staff executive by 30 June of each year.

16.4 COMMITTEE EVALUATION RESPONSIBILITIES

Committee members/evaluators must determine whether the work of each candidate is recognized and considered outstanding in the field of activity of the IEEE Computer Society. Second, the evaluators must provide a succinct statement of the candidate's outstanding contribution which qualifies him/her for Fellow grade. Third, the evaluators must rate the candidate's contributions relative to the contributions of IEEE Fellows.

The IEEE Computer Society Fellows Committee is to limit its evaluation to the technical contribution of the candidate. Other contributions, such as professional activities, are taken into account by the IEEE Fellow Committee. The IEEE Computer Society Fellow Committee does not receive the Fellow Grade Reference Forms (B-29) completed by the referees. These forms are used by the IEEE Fellow Committee. However, evaluators may solicit the opinion of experts (including the referees) in the field for which the candidate is cited.

16.5 RESPONSIBILITIES OF CHAIR

The committee chair is responsible for merging the evaluators' input into a coherent whole, for reaching consensus with the committee on ranking the candidates, and for making the final decision on content of the B-3 evaluation forms.

Fellows Evaluation Process Calendar
(Figure 16.1)

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>President appoints Fellows Committee Chair</td>
</tr>
<tr>
<td>August</td>
<td>Chair receives committee guidelines</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>September</td>
<td>Evaluation of committee members is started</td>
</tr>
<tr>
<td>October</td>
<td>Process to confirm committee members is started</td>
</tr>
<tr>
<td>November</td>
<td>Chair submits article to Computer</td>
</tr>
<tr>
<td>December</td>
<td>Selection of committee members is completed</td>
</tr>
<tr>
<td>1 March</td>
<td>Nomination forms due to committee chair</td>
</tr>
<tr>
<td>5 April</td>
<td>Evaluation forms sent to committee members</td>
</tr>
<tr>
<td>5 May</td>
<td>Evaluations completed by committee members</td>
</tr>
<tr>
<td>20 May</td>
<td>Initial rankings of all candidates sent to committee</td>
</tr>
<tr>
<td>24 May</td>
<td>Committee responds to chair on initial rankings</td>
</tr>
<tr>
<td>Mid June</td>
<td>Final rankings and evaluations sent to IEEE chair</td>
</tr>
<tr>
<td>30 June</td>
<td>Chair sends final report to society president and staff</td>
</tr>
</tbody>
</table>

### 16.1 MEMBERSHIP

The Fellows Committee chair shall be appointed by the president-elect in July for a one year term. The president-elect shall appoint one or more vice chairs upon the recommendation of the chair. The chair and vice chairs over the years shall be chosen from different technical areas in the Computer Society’s fields of interest. The chair shall determine the number of committee members required to meet IEEE requirements for Fellows evaluations. All members of the Fellow Committee, including the chair and vice chairs, shall be IEEE Fellows.

#### 16.1.1 Appointment of Members

The chair shall start the selection and appointment process of the members of the committee no later than October and complete the process no later than January of the following year. Appointing members of the committee as early as possible is critical since they may not nominate or serve as references for any candidate to be evaluated by the committee.

#### 16.1.2 Appointment of Area Chairs

The chair shall appoint area chairs from among the committee members to manage evaluations in a particular technical area. Area chairs shall provide advice to the chair and vice chairs on committee member assignments, shall monitor the evaluation submissions, and shall review the final evaluation forms for completeness and consistency. Area chairs shall assist the chair and vice chairs with the final ranking of Fellow candidates.

#### 16.1.3 Coverage of Technical Scope

Committee members who serve as evaluators of Fellow candidates should be chosen so that as a group they provide sufficient coverage of current technical topics likely to match with the expertise of current Fellow candidates. In selecting the evaluators, the chair is strongly encouraged to seek recommendations from the Society’s vice presidents and technical committee chairs.
16.1.4 Balance of Background

Members of the committee should have a diverse background of experience so that candidates in all Fellow categories such as Application, Engineer/Practitioner, Educator, etc. may be fairly evaluated.

16.1.5 Length of Service

No member of the committee, including the chair and vice chairs, shall serve for more than three consecutive years in any capacity.

16.2 RESPONSIBILITIES

The IEEE Computer Society Fellows Committee shall evaluate Fellow candidates’ technical expertise and recommend candidates to the IEEE Fellows Committee.

16.2.1 Responsibilities of Committee Members

Committee members must determine whether the work of each candidate is recognized and considered outstanding in the field of activity of the IEEE Computer Society. Second, they must provide a succinct statement of the candidate's outstanding contribution which qualifies him/her for Fellow grade. Third, they must rate the candidate's contributions relative to the contributions of IEEE Fellows.

The IEEE Computer Society Fellows Committee shall limit its evaluation to the technical contribution of the candidate. Other contributions, such as professional activities, are taken into account by the IEEE Fellow Committee. The Fellow Committee members do not receive the Fellow Grade Reference Forms (B-29) completed by the referees. These forms are used by the IEEE Fellow Committee. However, evaluators may solicit the opinion of experts (including the referees) in the field for which the candidate is cited.

16.2.2 Responsibilities of Chair

The chair shall be responsible for assigning committee members to evaluate nominations in their areas of technical expertise and experience. The chair shall be responsible for merging the evaluators' input into a coherent whole, and for making the final decision on content of the B-3 evaluation forms. The chair shall conduct a meeting of the vice chairs and area chairs to review the initial ranking of all candidates. With the advice of the vice chairs and area chairs, the chair shall decide if numerical ranking should be changed, or if he/she should obtain additional evaluations for individual candidates. The chair shall provide final ranking and evaluations to the IEEE Fellows Committee by mid-June. The committee chair shall send a report to the society president and the chief staff executive by 30 June of each year. The report shall contain a summary of the Fellows Committee review process and nomination submissions.

16.3 COMMITTEE CALENDAR

Each year the chair and vice chairs shall determine the calendar of Fellows Committee deadlines for assignment of nominations to committee members for evaluation, initial ranking of candidates and final ranking of candidates, and communicate the calendar to the Fellows Committee.

Recommended Fellows Evaluation Process Calendar

<table>
<thead>
<tr>
<th>July</th>
<th>President-elect appoints chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>Chair receives committee guidelines and IEEE Computer Society PPM section from Society staff. President-elect appoints vice chairs.</td>
</tr>
<tr>
<td>September</td>
<td>Identification of potential committee members is started by chair and vice chairs.</td>
</tr>
</tbody>
</table>
### October
Process to confirm committee members is initiated by chair and vice chairs.

### November
Chair submits information about Fellows program to be published in society communications and website.

### January
Selection of committee members is completed.

### early March
Nominations due to IEEE Fellows Committee.

### early to mid April
Evaluation forms made available for Society Fellow Committee review by IEEE. Chair and vice chairs assign nominations to committee members.

### mid-to-late May
Evaluations completed by committee members. Area chairs review the evaluations for completeness and consistency, and provide recommendations to the chair and vice chairs on the initial score of candidates.

### late May
Initial rankings of all candidates sent to vice chairs and area chairs by chair.

### early June
Chair, vice chairs, and area chairs meet to review initial ranking of candidates. Vice chairs and area chairs provide guidance to chair about changes in numerical rankings.

### 15 June
Final rankings and evaluations submitted to IEEE Fellows Committee by chair.

### 30 June
Report with summary of the Fellows Committee review process and nomination submissions submitted to president and chief staff executive by chair.

### 7D. Section 26.2 PAB Membership

#### SECTION 26 PROFESSIONAL ACTIVITIES

#### 26.2 MEMBERSHIP

The PAB Chair is the IEEE Computer Society Vice President for Professional Activities. Members of the PAB shall be members of the Computer Society and shall be encouraged to be members of the IEEE. Members may vote immediately upon appointment.

**26.2.1 Liaison Representatives**
The membership of the PAB shall include one member appointed by the chairs of the following boards and committees: Educational Activities; Chapter Activities; Publications; Standards Activities; Technical and Conference Activities; and Electronic Products and Services up to 13 members appointed by the vice president for professional activities. In addition, the Society representative to the IEEE-USA Licensure and Registration Committee shall be a member of the board, ex officio, with vote. The vice president for professional activities is encouraged to seek appropriate representation taking into consideration the active areas of industry focus, relations to other Computer Society and IEEE organizational units, and geographical areas involved in related activities.

**26.2.2 Members-at-Large Liaison Representatives**
The vice president for professional activities shall appoint up to seven additional members to the PAB. Vice presidents and standing committee chairs may each appoint a single liaison representative to serve as an ex officio member, with vote, of the PAB.

Motions 7A, B, C and D: Reisman moved on behalf of the Constitution & Bylaws Committee, 7A. PPM Section 5 Executive Committee

“MOVED, that the IEEE Computer Society Executive Committee approves the proposed modifications to PPM Section 5 Executive Committee.” Motion passed by voice vote.

7B. PPM Section 6 Technical & Conference Activities Board and PPM Section 9.3.1 Publications Board Membership

“MOVED, that the IEEE Computer Society Executive Committee approves the proposed modifications to PPM Section 6 Technical & Conference Activities Board and Section 9.3.1 Publications Board Membership.” Motion passed by voice vote.

7C. PPM Section 16 Fellows Committee
“MOVED, that the IEEE Computer Society Executive Committee approves the proposed modifications to PPM Section 16 Fellows Committee.” Motion passed by voice vote.

7D. PPM Section 26.2 Professional Activities Board Membership

“MOVED, that the IEEE Computer Society Executive Committee approves the proposed modifications to PPM Section 26.2 Professional Activities Board Membership.” Motion passed by voice vote.

EXECUTIVE SESSION BEGINS

8. Staffing Plan

EXECUTIVE SESSION ENDS

9. SPECIAL ORDERS

10. UNFINISHED BUSINESS OR GENERAL ORDERS

11. NEW BUSINESS

12. GOOD OF THE ORDER

13. ANNOUNCEMENTS

14. NEXT MEETING
   Thursday, 10 June 2010 Denver, Colorado USA

15. ADJOURNMENT – 9:30 a.m.