1. **Call to Order – Milojicic**
   A meeting of the IEEE Computer Society Executive Committee was held at 8:00 a.m. PST on 6 February 2014 at the Renaissance Long Beach Hotel, Long Beach, New Jersey. Dejan Milojicic, president, chaired, with David Ebert serving as secretary.

2. **Roll Call – Ebert**
   A roll call was held as follows:
   **A. Franchised Members**
   Elizabeth L. Burd, present
   Thomas M. Conte, present
   David S. Ebert, present
   Jean-Luc Gaudiot, present
   David Alan Grier, present
   Phillip A. Laplante, present
   Cecilia Metra, present
   Dejan Milojicic, President, present
   Donald F. Shafer, present
   Charlene (Chuck) Walrard, present

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

3. **Introduction of Guests – Milojicic**
   The following guests and staff were present:
   Michael Bennett
   Eric Berkowitz
   Evan M. Butterfield
   Hilda Carman
   Chris Jensen
   Ray Kahn
   Anne Marie Kelly
   John G. Miller
   Monique Rice
   Alicia Stickley

4. **Approval of Agenda – Milojicic**
   Motion 4: Shafer moved, seconded by Gaudiot, “Moved, to approve the agenda as presented.” The motion was approved by voice vote.

   **Consent Agenda* – Milojicic**
   **A. Approval of Minutes of 18 November 2014**
   **B. Approval of Minutes of 21 January 2014 Telecon**
   **C. Consent to External Representative**
   A. ISO/IEC JTC 1/SC 40 (IT Service Management and IT Governance)
   These items were approved with the approval of the agenda.

5. **Governance – Conte**
   **Amendments to the Society Bylaws**
   **A. First Reading Bylaws Motion**
   **A. Article III Section 5 Quorum**
Motion 5.A: Conte moved on behalf of the Constitution & Bylaws Committee, “MOVED, that the Executive Committee of the IEEE Computer Society endorses the proposed amendments to Article III Section 5 Quorum.” The motion was approved by voice vote.

Section 5: Quorum

A roll call shall be taken at the beginning of each Board meeting. The secretary shall record the names of those franchised members present and announce whether a quorum exists. If less than a quorum is present for a vote at a duly called meeting, tentative actions may be taken which shall become effective upon subsequent ratification, either at a future meeting, or by an electronic ballot by a majority of all the franchised members of the Board.

Individuals holding more than one position on the Board or any committee thereof, shall be limited to one vote on each matter being considered by the Board or committee.

Proxy voting is not allowed.

Minutes of such a meeting, with a separate ballot for each question to be ratified by electronic balloting, shall be sent by the secretary to each member of the Board. Ballots must be returned within 30 days to be counted.

6. Governance:

Approval of PPM Modifications

A. PPM Section 6.3.2 Conference Activities Committee, 6.3.3 Technical Meeting Request Committee, 6.4.1 Technical Meeting Request Form

Motion 6.A: Conte moved on behalf of the Constitution & Bylaws Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the proposed amendments to PPM Section 6.3.2 Conference Activities Committee, 6.3.3 Technical Meeting Request Committee, 6.4.1 Technical Meeting Request Form.” The motion was approved by voice vote.

6.3.2 Conference Activities Committee

6.3.2.1 Membership

The Conference Activities Committee (CAC) 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 the chairs of conference steering committees as ex-officio members and at least four and no more than six at-large members appointed by the vice chair with the concurrence of the Vice President. The members shall be drawn from past meeting chairs of small, medium, or large meetings. The vice chair of the TAC shall be an ex-officio member of this Committee. Subcommittees may be formed at the discretion of the chair.

6.3.2.2 Duties

The Conference Activities Committee (CAC) shall provide guidance for technical meeting activities of the Society and shall report such activities to the T&C Board.

1. The CAC shall review technical meeting steering committee charters, and their modifications, and makes recommendations to the T&C Board on meeting termination or sponsorship changes.

2. The CAC shall specify technical meeting vitality criteria, assessment techniques, measurements, and related matters for inclusion in the Technical Meetings Handbook.

3. The CAC shall assess the technical and financial viability of the TC technical meeting portfolio and provide
guidance to TC Chairs.

4. The CAC shall assist technical meeting chairs in recognizing outstanding technical leaders and achievers and submit the necessary documentation for nominating candidates for the various IEEE and IEEE Computer Society awards.

5. The CAC shall make recommendations for updating the *Technical Meeting Handbook*, to be approved by the vice president for technical and conference activities.

6. The CAC shall provide an interface between the T&C Board and Society staff to explore administrative matters or procedures that could impact technical meeting chairs (e.g., meeting budgets, timely processing of Technical Meeting Request Forms - TMRFs-, planning support, etc.).

7. The CAC may assist the Conference Publishing Services program by suggesting new products to offer and testing future product prototypes.

8. The CAC vice chair shall review and approve Technical Co-Sponsorship requests to the CS, in consultation with the appropriate CS TC chair(s), and where there are significant benefits to the IEEE Computer Society and its members.

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 and no more than six at large members appointed by the vice chair with the concurrence of the vice president. The committee shall be composed of individuals representing a balance of both TC and conference volunteer leadership experience. The vice chair of the Conference Activities Committee shall be an ex-officio member of this Committee. Subcommittees may be formed at the discretion of the chair.

6.3.3.2 Duties

The Technical Meeting Request Committee (TMRC) shall provide oversight of administrative tasks, guidance for technical meeting committees, and any necessary new methods, tools, and training programs to assist meeting organizers.

1. The TMRC shall review and either approves or reject technical meetings according to procedures established in the *Technical Meeting Handbook*.

2. The TMRC shall maintain the IEEE Computer Society’s *Technical Meeting Handbook*, with the assistance of the appropriate Society staff. The handbook shall include detailed procedures for the conduct of the technical meetings program.

3. The TMRC is responsible for reviewing and recommending either approval or rejection of technical meeting Memorandums of Understanding (MOUs) to the vice president for technical and conference activities.

4. The TMRC shall review and recommend either approval or rejection of financial sponsorship changes or Technical Co-Sponsorship requests to the vice president for technical and conference activities.

5. The TMRC shall work with TCs to identify and participate in promising technical meetings on emerging technologies either as candidates for TC Technical Co-Sponsorship and/or through CS proceedings.
publication.

6. The TMRC facilitates post-meeting analysis with technical meeting Chairs when a conference resulted in a deficit.

6.4 TECHNICAL MEETINGS

6.4.1 TECHNICAL MEETING REQUEST FORM (TMRF)

The IEEE Computer Society offers three types of meeting sponsorship: sponsorship, co-sponsorship, and technical co-sponsorship. The IEEE Computer Society prefers sponsorship or co-sponsorship, but there are situations in which technical co-sponsorship is appropriate.

To seek the sponsorship of the IEEE Computer Society for a meeting, the general chair of the meeting, or designee, and the finance chair, shall complete the Technical Meeting Request Form (TMRF) and should submit it electronically at least twelve months prior to the meeting [or six months prior to the call for papers]. Financial sponsorship TMRFs are submitted using the system approved by the T&C Board. The year lead time is necessary to obtain necessary endorsements and approvals, negotiation and approval of all contracts, and to allow time to advertise the meeting. All forms of sponsorship require endorsement of at least one technical committee.

6.4.1.1 Sponsorship

The IEEE Computer Society is the sole sponsor of the meeting, accepting all financial and legal liability. All assets, tangible and intangible, shall be the property of the Society.

6.4.1.2 Co-sponsorship

The IEEE Computer Society shares in the financial and legal liabilities according to the percentage of sponsorship as outlined in the MOU or steering committee charter. All assets, tangible and intangible, shall be the property of the sponsors in proportion to their respective share of meeting sponsorship. The IEEE Computer Society share shall be at least 50% for new meetings. The financial commitment must be stated in the TMRF, since advance loans and any surplus or loss must be shared in proportion to the commitment.

6.4.1.3 Technical Co-sponsorship

The IEEE Computer Society accepts no financial or legal liability for a technically co-sponsored meeting, but its members participate in the meeting’s technical program committee. The TMRC vice chair shall review and approve TCS, in consultation with the appropriate CS TC chair(s) and where there are significant benefits to the IEEE Computer Society and its members.

6.4.1.4 Sponsoring and Cooperating Entities

The IEEE Computer Society participates in meetings sponsored by incorporated not-for-profit organizations, as opposed to those sponsored by individuals. The IEEE Computer Society may request evidence of incorporation and sufficient liability coverage by the sponsor(s).

B. PPM Section 9.9.2 Conference Proceedings

Motion 6.A: Conte moved on behalf of the Constitution & Bylaws Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the proposed amendments to PPM Section 6.3.2 Conference Activities Committee, 6.3.3 Technical Meeting Request Committee, 6.4.1 Technical Meeting Request Form.” The motion was approved by voice vote.
9.9.2 Conference Proceedings

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

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

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

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

7. VP Updates – Burd, Gaudiot, Laplante, Metra, Moore, Shafer
   The vice presidents gave reports from the program board meetings.

8. ADJOURNMENT – Milojicic
   The meeting adjourned at 8:45 a.m. PST.