1. Call to Order - King

A meeting of the IEEE Computer Society Executive Committee was held at 4:00 p.m. on 7 November 2002 at the Hyatt Harborside, Boston, Massachusetts USA. Willis K. King, president, chaired, with Deborah M. Cooper as secretary.

2. Roll Call - Cooper

A roll call was held as follows:

A. Franchised Members:

Carl K. Chang, VP, Educational Activities, present
Deborah M. Cooper, Secretary, present
James H. Cross II, VP, Chapters Activities, present
Stephen L. Diamond, President-Elect, present
Gerald L. Engel, VP, Conferences and Tutorials, absent
Wolfgang K. Giloi, Treasurer, present
Lowell G. Johnson, Second VP, Standards Activities, present
Rangachar Kasturi, VP, Publications, present
Willis K. King, President, present
Deborah K. Scherrer, First VP, Technical Activities, present
Benjamin W. Wah, Past President, present

B. Ex officio Members (without vote):

James H. Aylor, EIC, Computer, absent
David W. Hennage, Executive Director, present
James D. Isaak, IEEE Division VIII Director-Elect, present
Guylaine M. Pollock, IEEE Division V Director, present
Thomas W. Williams, IEEE Division VIII Director, present

3. Introduction of Guests - King

The following guests and staff were present:

Mario R. Barbacci
David A. Beals
Angela R. Burgess
Robert C. Care
Violet S. Doan
Debra P. Evans

Lynne Harris
John C. Keaton
Anne Marie Kelly
Richard A. Price
Leonard L. Tripp
Ronald Waxman
4. Approval of Agenda - King

Motion 4: Engel moved, Kasturi seconded, “MOVED, that the agenda be approved with the following revisions:” Motion carried.

- Remove item 22 Approval of New Electronic Products & Services Board
- Add item 25A Bylaws Amendment Article VI, C&T
- Add item 25B Bylaws Amendment Article VII, EAB, second reading
- Add item 25C Bylaws Amendment Article VII, EAB, first reading
- Add item 26A PPM revisions, Section 7, EAB
- Add item 27 Endorsement of Co-sponsorship of D&T
- Add item 28 Endorsement of TF on Bioinformatics Becoming a TC
- Add item 29 Dissolution of the TF on Info. Technology in Business Applications
- Add item 30 Name Change of the TC on Human Centered Information Systems
- Add item 35 Discussion on Brainstorming Sessions at BoG Meetings
- Add item 36 Discussion of Block Memberships
- Add item 37 Discussion of Member Fees for Emerging Nations
- Add item 38 Discussion of the Status of the Brussels Office

5. BLANK

6. A. Approval of Minutes of the 9 May 2002 Meeting - Cooper

Motion 6A: Cooper moved, Kasturi seconded, “MOVED, that the minutes of the 9 May 2002 meeting be approved as is.” Motion carried by voice.

Motion 6B: Cooper moved, Kasturi seconded, “MOVED, that the minutes of the 8 August 2002 teleconference Executive Committee meeting be approved as is.” Motion carried by voice.

7. Report of the President - King

President King gave an oral report in addition to his written report on pages 7-1 through 7-3.

8. Report of the Treasurer - Giloi

Giloi gave the report of the Treasurer. (see pages 8-1 through 8-34 of the Agenda Book).

9. Report of the Executive Director - Hennage

Hennage reported on recent activity in the society (see pages 9-1 through 9-5 of the Agenda Book) and also noted the executive staff reports in section 44.
10. Status of Action Items - Cooper

The secretary reviewed the status of action items as of 31 October 2002 (see page 10-1). Items 2 and 9 remain open.

ACTION ITEMS

11. BLANK
12. BLANK
13. BLANK
14. BLANK
15. BLANK
16. BLANK
17. BLANK
18. BLANK
19. BLANK
20. BLANK

Motion 21: Diamond moved, “MOVED, that the Executive Committee of the IEEE Computer Society approves the final 2003 and 2004 Board of Governors Meetings and Election Schedules (reprinted below).” Motion carried by voice vote.

Final
(Revised)

2003 Board of Governors Meetings and Election Schedule

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Nominations Committee makes recommendations to Board of Governors for 2004 IEEE Division VIII Delegate-Director-Elect</td>
<td>25 January</td>
</tr>
<tr>
<td>2. Schedule and call for board/officer recommendations to Nominations Committee published in Computer</td>
<td>February issue</td>
</tr>
<tr>
<td>3. First BOARD OF GOVERNORS MEETING, Bahia Resort Hotel, San Diego, California USA</td>
<td>22 February</td>
</tr>
<tr>
<td>4. Nominations Committee slate of officer and board candidates due to Board of Governors</td>
<td>11 April</td>
</tr>
<tr>
<td>5. Recommendations from membership for board/officer nominees mailed to Nominations Committee</td>
<td>18 April</td>
</tr>
<tr>
<td>6. Last day for board/officer petition candidates to be submitted to Board secretary</td>
<td>30 April</td>
</tr>
<tr>
<td>7. Periodical page budgets and prices and board/officer candidates approved at second BOARD OF GOVERNORS MEETING, Sheraton Wall Centre, Vancouver, British Columbia CANADA</td>
<td>10 May</td>
</tr>
</tbody>
</table>
8. Last day for 2004 IEEE Division VIII Delegate-Director-Elect petition candidates to be submitted to IEEE 13 June
9. Board-selected candidate statements, biographies and pictures due in the Publications Office 30 June
10. Board-approved slate and call for petition candidates published in Computer July Issue
11. Last day for members to submit board/officer petition candidates (with statements/biographies and pictures) 31 July
12. Schedule and call for 2005 IEEE Division V Delegate-Director-Elect Division recommendations to Nominations Committee published in Computer August Issue
13. Ballots mailed 8 August
14. Candidate statements/biographies published in Computer September Issue
15. Ballots returned and tabulated 6 October
16. Nominations Committee makes recommendations to Board of Governors for 2005 IEEE Division V Delegate-Director-Elect 24 October
17. 2005 IEEE Division V Delegate-Director-Elect slate approved at third BOARD OF GOVERNORS MEETING, Embassy Suites, Tampa, Florida USA 22 November

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**DRAFT**

*(Revised)*

### 2004 Board of Governors Meetings and Election Schedule

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Nominations Committee makes recommendations to Board of Governors for 2005 IEEE Division V Delegate-Director-Elect</td>
<td>23 January</td>
</tr>
<tr>
<td>2. Schedule and call for board/officer recommendations to Nominations Committee published in Computer</td>
<td>February issue</td>
</tr>
<tr>
<td>3. First BOARD OF GOVERNORS MEETING, (New Orleans, Louisiana, USA; hotel TBD)</td>
<td>20 February</td>
</tr>
<tr>
<td>4. Nominations Committee slate of officer and board candidates due to Board of Governors</td>
<td>Four weeks prior to second BoG mtg.</td>
</tr>
<tr>
<td>5. Recommendations from membership for board/officer nominees mailed to Nominations Committee</td>
<td>Three weeks prior to second BoG mtg.</td>
</tr>
<tr>
<td>6. Last day for board/officer petition candidates to be submitted to Board secretary</td>
<td>Ten days prior to second BoG mtg.</td>
</tr>
<tr>
<td>7. Periodical page budgets and prices and board/officer candidates approved at second BOARD OF GOVERNORS MEETING, (Hilton Bonaventure Hotel, Montreal, Canada)</td>
<td>21 May</td>
</tr>
<tr>
<td>8. Last day for 2005 IEEE Division V Delegate-Director-Elect petition candidates to be submitted to IEEE</td>
<td>14 June</td>
</tr>
<tr>
<td>9. Board-selected candidate statements, biographies and pictures due in the Publications Office</td>
<td>30 June</td>
</tr>
<tr>
<td>10. Board-approved slate and call for petition candidates published in Computer</td>
<td>July Issue</td>
</tr>
<tr>
<td>11. Last day for members to submit board/officer petition candidates (with statements/biographies and pictures)</td>
<td>30 July</td>
</tr>
<tr>
<td>12. Schedule and call for 2006 IEEE Division VIII Delegate-Director-Elect Division recommendations to Nominations Committee published in Computer</td>
<td>August Issue</td>
</tr>
<tr>
<td>13. Ballots mailed</td>
<td>13 August</td>
</tr>
<tr>
<td>14. Candidate statements/biographies published in Computer</td>
<td>September Issue</td>
</tr>
<tr>
<td>15. Ballots returned and tabulated</td>
<td>4 October</td>
</tr>
<tr>
<td>16. Nominations Committee makes recommendations to Board of Governors for</td>
<td>Four weeks prior to</td>
</tr>
</tbody>
</table>
The Professional Certification Committee shall study, evaluate, and recommend policies and programs regarding computer professional certification and related activities.

23. **2002 Budget Amendments - Giloi**

None brought forward.

24. **BLANK**

The Professional Certification Committee shall study, evaluate, and recommend policies and programs regarding computer professional certification and related activities.

25. **Amendments to the Society Bylaws - Diamond**

A. **Article VII – Educational Activities Board**

*Bylaws* amendments to Article VII were approved by the board at the 8 February 2002 meeting for the first time. It was published in the May issue of *Computer* magazine for member comment. It is being placed on the 8 November 2002 agenda for a second reading. The Vice President for EAB has reported that EAB is considering subsequent bylaws and PPM changes which will make the bylaws amendment that was approved for the first time on 8 February 2002 a moot point.

Motion 25A: Diamond moved for the Constitution & Bylaws Committee, “MOVED, that the Executive Committee of the IEEE Computer Society recommends that the Board of Governors disapproves the second reading of the following amendment to bylaws Article VII – Educational Activities Board:” Motion carried.

**Article VII – EDUCATIONAL ACTIVITIES**

**Section 1: Educational Activities Board**

The Educational Activities Board (EAB) shall develop, implement, and evaluate all polices and programs with respect to educational activities in the computer field at all levels. It shall be chaired by the vice president for educational activities and shall consist of the following members: the chairperson of Curriculum Development Committee, Accreditation Guideline Committee, Curriculum Assistance Committee, **Professional Certification Committee** Certified Software Development Professional (CSDP) Training Committee, and Continuing Education Committee, and additional members appointed by the vice president for educational activities. The chairpersons of these committees shall be appointed by the president with the recommendation of the vice president for educational activities. The president may delegate authority for such appointments to the vice president. The Professional Certification Committee shall study, evaluate, and recommend policies and programs regarding computer professional certification and related activities.

**Section 5: Professional Certification Committee**

The Professional Certification Committee shall study, evaluate, and recommend policies and programs regarding computer professional certification and related activities.
The Professional Certification Committee shall study, evaluate, and recommend policies and programs regarding computer professional certification and related activities.

Section 65: Continuing Education Committee

The Professional Certification Committee shall study, evaluate, and recommend policies and programs regarding computer professional certification and related activities.

B. Article VI - Conferences & Tutorials, Section 1

The Professional Certification Committee shall study, evaluate, and recommend policies and programs regarding computer professional certification and related activities. The Professional Certification Committee shall study, evaluate, and recommend policies and programs regarding computer professional certification and related activities.

Motion 25B: Diamond moved for the Constitution & Bylaws Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the following amendment to bylaws Article VI - Conferences & Tutorials:” Motion carried.

The Professional Certification Committee shall study, evaluate, and recommend policies and programs regarding computer professional certification and related activities. ARTICLE VI - CONFERENCES & TUTORIALS

Section 1: Conferences & Tutorials Board

The Conferences & Tutorials Board (C&T) shall oversee and set policy for the society’s meetings, conferences, symposia, workshops and tutorials (Meetings). The Conferences & Tutorials Board shall be chaired by the vice president for conferences & tutorials and shall have additional voting members as follows: the vice chairs of standing committees and ad hoc committees, the Secretary and Treasurer, and 4-7 additional members. All of these members shall be appointed by the vice president for conferences & tutorials. The most recent past vice president for conferences & tutorials and a member of the society’s professional staff appointed by the chief staff executive are ex-officio, voting members. The Conferences & Tutorials Board shall create ad hoc committees as it shall deem appropriate. The standing committees shall be the Operations Committee and Assessment and Planning Committee.

Section 2: Operations Committee

The Operations Committee shall perform the day-to-day tasks which support the Meetings of the society. The Operations Committee is chaired by the vice chair for operations. The functions and composition of this committee shall be set forth in the Policies & Procedures Manual.

Section 3: Assessment and Planning Committee

The Assessment and Planning Committee is responsible for the strategic planning and ongoing assessment of the Meetings of the society. The Assessment and Planning Committee is chaired by the vice chair for assessment and planning. The functions and composition of this committee shall be set forth in the Policies & Procedures Manual.
Section 4.2: Periodic Conferences & Tutorials Steering Committees

There shall be a Steering Committee and charter for each of the society's periodic Meetings. The details of the functions and composition of these committees shall be set forth in the Policies & Procedures Manual. The term 'periodic' in this context signifies a meeting cycle of not greater than two years.

Section 5.3: Preparation and Amendment of Meeting Charters

The duties and composition of each Periodic Conferences & Tutorials Steering Committee are defined in each meeting's charter. This charter must be approved by the Conferences & Tutorials Board and each charter must be on-file in the IEEE Computer Society's Headquarters Office. Amendments to the charter must also be approved by the Operations Committee of the Conferences & Tutorials Board.

C. Article VII – Educational Activities Board

Motion 25C: Diamond moved for the Constitution & Bylaws Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the following amendments to bylaws Article VII - Educational Activities Board:” Motion carried.

Section 1: Educational Activities Board

The Educational Activities Board (EAB) shall develop, implement, and evaluate all policies and programs with respect to educational activities in the computer field at all levels. It shall be chaired by the vice president for educational activities and shall consist of the following members: the vice chair, the chairpersons of Curriculum Development Committee, Accreditation Guideline Committee, Curriculum Assistance Committee, Professional Certification Committee, and Continuing Education Committee, the chairpersons of EAB standing committees, and additional members appointed by the vice president for educational activities. The chairpersons of these committees shall be appointed by the president with the recommendation of the vice president for educational activities. The president may delegate authority for such appointments to the vice president, as defined in the Computer Society Policies & Procedures Manual.

Section 2: Curriculum Development Committee

The Curriculum Development Committee shall develop curriculum recommendations for programs in computer science and engineering and in related areas.

Section 3: Accreditation Guideline Committee

The Accreditation Guideline Committee shall monitor and evaluate current curriculum accreditation guidelines in the field of computer science and engineering and recommend changes as needed.

Section 4: Curriculum Assistance Committee
The Curriculum Assistance Committee shall advise, support, and help developing educational institutions with advice on organizing and improving programs in computer science and engineering and in related areas, as needed.

Section 5: Professional Certification Committee
The Professional Certification Committee shall study, evaluate, and recommend policies and programs regarding computer professional certification and related activities.

Section 6: Continuing Education Committee
The Continuing Education Committee shall develop and implement various continuing education programs in the computer field, including development and offering of continuing education courses, professional development seminars, and tutorials.

Section 2: Appointments
The chairpersons of the standing committees shall be appointed as defined in the Computer Society Policies & Procedures Manual.

Section 3: Committees
Committees to advise and to implement the policies of the Educational Activities Board shall be defined in the Computer Society Policies & Procedures Manual.


A. Section 7, Educational Activities Board

Motion 26A: Diamond moved for the Constitution & Bylaws Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the following revisions to Policies & Procedures Manual Section 7, Educational Activities Board:” Motion carried.

SECTION 7 EDUCATIONAL ACTIVITIES

7.1 Membership
The Educational Activities Board (EAB) shall be chaired by the vice president for educational activities and shall consist of the following members: the vice chair, the chairs of standing and ad hoc committees, one IEEE Computer Society CSAB representative director to be selected by the vice president of educational activities, and up to 20 members appointed by the vice president for educational activities. The vice chair, chairpersons of the standing committees and the IEEE Computer Society CSAB representative directors shall be appointed by the president with the recommendation of the vice president for educational activities. The president may delegate authority for such appointments to the vice president.

7.2 Duties and Responsibilities
The duties of the Educational Activities Board shall be as provided in the bylaws.

7.3 Standing Committees

7.3.1 Curriculum Development Committee
The Curriculum Development Committee shall develop curriculum recommendations for programs in computer science and engineering and in related areas.
7.3.2 Certification Software Development Professional (CSDP) Training Committee
The CSDP Training Committee shall develop and implement a program for CSDP examination preparation including training courses and self-study materials, and recommend and implement policies for the CSDP education provider program.

7.3.3 Continuing Education Committee
The Continuing Education Committee shall develop and implement various continuing education programs in the computer field, including development and offering of continuing education courses, professional development seminars, and tutorials.

7.1.4 Computing Sciences Accreditation Board (CSAB)

7.1.4.1 Appointment of CSAB Representatives
The vice president for educational activities shall make recommendations to the president for appointments of representatives. Appointments shall be for a three-year term, renewable once without a break. The IEEE Computer Society representative directors shall be voting members of the EAB.

7.1.2 Computer Society Positions
IEEE Computer Society representatives to CSAB shall ascertain the positions or views of the Computer Society on the various CSAB items. IEEE Computer Society representative directors to the CSAB carry an organizational and not a personal position where the organizational position has been clarified. For cases in which no organizational position exists, the representatives shall vote in a manner in which the representatives deem appropriate to the best interests of the Computer Society and the IEEE.

7.1.3 Computer Society Position Development
The Accreditation Guideline Committee (AGC) may develop organizational positions to be taken by the Computer Society representatives to CSAB with respect to CSAB activities. Such positions shall require approval. The EAB may accept or reject such AGC positions, and may, without recommendations from the AGC, develop and approve organizational positions. Positions approved by the EAB shall appeal to the BoG. Pending resolution of such appeals, the CSAB representatives shall reflect the determined position. The EAB may delegate certain actions or areas to the AGC by appropriate formal motions.

27. Endorsement of Cosponsorship of IEEE Design & Test - Kasturi
Motion 27: Kasturi moved for Publications Board, “MOVED, that the Executive Committee of the IEEE Computer Society endorse the Publication Board’s recommendation to approve the cosponsorship of IEEE Design & Test with the IEEE Circuits & Systems Society, contingent on a resolution to the revenue distribution process.” Motion carried.

28. Change of Task Force of Bioinformatics to the TC on Bioinformatics - Scherrer
Motion 28: Scherrer moved for the Technical Activities Board, “MOVED, that the Executive Committee of the IEEE Computer Society approves the Technical Activities Board’s recommendation to convert the Task Force on Bioinformatics to a Technical Committee on Bioinformatics.” Motion carried.
29. **Dissolution of the Task Force on Information Technology in Business Applications - Scherrer**

Motion 29: Scherrer moved for the Technical Activities Board, “MOVED, that the Executive Committee of the IEEE Computer Society approves the Technical Activities Board’s recommendation to dissolve the Task Force on Information Technology for Business Applications.” Motion tabled because it was decided that this action item does not require action by the board.

30. **Name Change for the TC on Human Centered Information Systems - Scherrer**

Motion 28: Scherrer moved for the Technical Activities Board, “MOVED, that the Executive Committee of the IEEE Computer Society approves the Technical Activities Board’s recommendation to change the name of the Technical Committee on Human Centered Information Systems to “Humans and Information Technology.” Motion defeated.

Motion 28.1: Engel moved, Kasturi seconded, “MOVED, that the Executive Committee of the IEEE Computer Society refer the original motion back to the Technical Activities Board.” Motion carried.

31. BLANK

32. BLANK

33. BLANK

34. BLANK

**DISCUSSION ITEMS**

35. **Brainstorming Sessions – Waxman**

This item was referred to the Planning Committee.

36. **Block Memberships – Waxman**

This item was referred to the Planning Committee.

37. **Member Fees for Emerging Nations – Scherrer**

This item was referred to the Membership Committee.

38. **Status of the Brussels Office - Williams, T.**

This item was referred to the Planning Committee.

39. BLANK

**REPORTS**

40. **AD HOC COMMITTEES**

No reports.

41. **EXECUTIVE COMMITTEE MEMBERS**

41A. **President-Elect - Diamond**
No report.

41B. Vice President, Chapters Activities - Cross
(See pages 41B-1 and 41B-2 of the Agenda Book.)

41C. Vice President, Conferences & Tutorials - Engel
(See pages 41C-1 and 41C-2 of the Agenda Book.)

41D. Vice President, Educational Activities - Chang
(See pages 41D-1 through 41D-3 of the Agenda Book.)

41E. Vice President, Publications - Kasturi
(See pages 41E-1 and 41E-2 of the Agenda Book.)

41F. Second Vice President, Standards Activities - Johnson, L.
(See pages 41F-1 through 41F-6 of the Agenda Book.)

41G. First Vice President, Technical Activities - Scherrer
(See pages 41G-1 through 41G-3 of the Agenda Book.)

41H. Secretary - Cooper
Election Results Analysis - Doan
(See pages 41H-1 through 41G-6 of the Agenda Book.)

41I. Past President - Wah
No report.

41J. IEEE Division V/VIII Directors - Pollock/Williams, T.
No report.

41K. Computer Editor-in-Chief - Aylor
No report.

42. STANDING COMMITTEES

42A. Audit – Albert-Howard
No report.

42B. Awards - Garcia
(See page 42B-1 of the Agenda Book.)
42C. Computer Society International Design Competition - Clements

(See attachment 42C.)

42D. Constitution and Bylaws - Diamond

No report.

42E. Elections - Williams, M.

No report.

42F. Electronic Products and Services - Hoelzeman

No report.

42G. Fellows - Carver

No report.

42H. Finance - Giloi

No report.

42I. History - Liu

No report.

42J. Intersociety Cooperation – Wah

IEEE Intelligent Transportation Systems Council – Broggi
(See pages 42J-1 through 42J-3 of the Agenda Book.)

IEEE Nano-Technology Council – Kapur
(See pages 42J-4 through 42J-6 of the Agenda Book.)

Latin America Initiative - Barbacci
(See pages 42J-7 through 42J-10 of the Agenda Book.)

IFIP (CITRON) Report - Lee
(See attachment 42J.)

42K. Membership - Wah

No report.

Ombudsman/Member Services Report - Mengel
(See attachment 42K)

42L. Nominations - Wah

No report.
42M. Personnel and Compensation - Wah

No report.

42N. Planning - Diamond

No report.

42O. Professional Practices Committee - Tripp

(See pages 42O-1 through 42O-4 of the Agenda Book.)

43. OTHER

None

44. BLANK

45. SPECIAL ORDERS

None.

46. UNFINISHED BUSINESS OR GENERAL ORDERS

None.

47. NEW BUSINESS

None.

48. GOOD OF THE ORDER

None.

49. ANNOUNCEMENTS

None.

50. NEXT MEETING

The next meeting will be held at 4:00 p.m. on Friday, 21 February in San Diego, California USA.

51. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

List of Attachments

Attachment 42C Report of Computer Society International Design Competition
Attachment 42J Report of IFIP (CITRON)