APPROVED MINUTES
IEEE COMPUTER SOCIETY
EXECUTIVE COMMITTEE

9 May 2003
Sheraton Wall Centre
Vancouver BC CANADA

1.   **Call to Order -** *Diamond*

A meeting of the IEEE Computer Society Executive Committee was held at 4:00 p.m. on 9 May 2003 at the Sheraton Wall Centre. Stephen L. Diamond, president, chaired, with Carl K. Chang as secretary.

2.   **Roll Call/Proxies –** *Chang for Garcia*

A roll call was held as follows:

A.   Franchised Members:

Carl K. Chang, VP, President-Elect, present
Stephen L. Diamond, President, present
Oscar N. Garcia, Secretary, absent
Wolfgang K. Giloi, Treasurer, absent
Rangachar Kasturi, VP, Publications, present
Willis K. King, Past President, present
James W. Moore, VP, Standards Activities, present
Deborah K. Scherrer, First VP, Educational Activities, present
Christina M. Schober, VP, Conferences & Tutorials, present
Murali R. Varanasi, VP, Chapters Activities, present
Yervant Zorian, VP, Technical Activities, present

B.   Ex officio Members (without vote):
Doris L. Carver, EIC, *Computer,* absent
David W. Hennage, Executive Director, present
Gene F. Hoffnagle, IEEE Division V Director-Elect, present
James D. Isaak, IEEE Division VIII Director, present
Guylaine M. Pollock, IEEE Division V Director, present

3.   **Introduction of Guests -***Diamond*

The following guests and staff were present:

Angela R. Burgess	Anne Marie Kelly
Robert C. Care	Michael Lightner
Georgann Carter	Mark Macoit
Violet S. Doan	Richard A. Price
Debra P. Evans	Thomas W. Williams
Lynne Harris	Ronald Waxman
John C. Keaton	

4.   Approval of Agenda – *Chang for Garcia*

Motion 4:   Zorian moved, Varanasi seconded, "MOVED, that the agenda be approved as amended:" Motion carried.

  Add item25A   Audit Committee Bylaws Amendment
  Add item 25B   Standards Activities Board Bylaws Amendment
  Add item 26A   Standards Activities Board PPM Revisions
  Add item 47A   New Publication Proposal, *Transactions On Computational Biology & Bioinformatics*
  Add item 47B   New Publication Proposal, *Transactions On Dependable & Secure Computing*
  Add item 47C   New Publication Proposal, *DS Online*

5.   BLANK

6.   Approval of Minutes of the 21 February 2003 Meeting – *Chang for Garcia*

Motion 6:Chang moved, Isaak seconded, "MOVED, that the minutes of the 21 February meeting be approved as is." Motion carried by voice.

7.   Report of the President - *Diamond*

President Diamond gave an oral report in addition to his written report on pages 7-1 thru 7-4.

8.   Report of the Treasurer - *Giloi*

(See pages 8-1 thru 8-37 of the *Agenda Book*).

9.   Report of the Executive Director – *Hennage*

Hennage reported on recent activity in the society (see pages 9-1 thru 9-6 of the *Agenda Book*) and also noted the executive staff reports in section 44.

10.   Status of Action Items – *Chang for Garcia*

The secretary reviewed the status of action items as of 25 April 2003 (see page 10-1 and 10-2). Item 2 remains open.

ACTION ITEMS

11.   BLANK

12.   Periodical Page Budgets, Frequencies and Prices for 2004 – *Kasturi for Giloi*

Motion 12: Kasturi moved for the Finance Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves the 2004 periodical page budgets, frequencies, prices, and digital library prices as recommended by the Treasurer, as proposed." Motion carried by voice vote.

13.   Member Fee for 2004 – *Hennage for Giloi*

Motion 13: Hennage moved for the Finance Committee, "MOVED, that the Executive Committee of the IEEE Computer Society sets the society membership fee for 2004 at $42.00." Motion carried by voice vote.

14.   Endorsement of the Bylaws for the Coalition for Diversity in Computing – *King*

Motion 13:   King moved for the Intersociety Cooperation Committee, "MOVED, that the Executive Committee of the IEEE Computer Society endorse the Bylaws for the Coalition for Diversity in Computing." Motion carried by voice vote.

15.   BLANK

16.   BLANK

17.   2003 Budget Amendments - *Giloi*

      A.   Capital Budget
        None brought forward

      B.   Operating Budget
        None brought forward

19.   BLANK

20.   BLANK

21.   BLANK

22.   BLANK

23.   BLANK

24.   BLANK

25.   Amendments to the Society Bylaws – *Chang*

      A.   Article XII, Section 1, Audit Committee

Motion 25A.1: Chang moved for the Constitution & Bylaws Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves the Bylaws amendments to Article XII, Section 1." Motion carried.

ARTICLE XII - STANDING COMMITTEES

Section 1: Audit Committee

The Audit Committee shall be appointed by the Board of Governors with the recommendation of the Nominations Committee. It shall review the society's policies, procedures, and practices, including finance, and recommend such changes as it considers desirable. The Audit Committee shall consist of ~~not fewer than three nor more than~~ five franchised members of the Board of Governors, none of whom shall be a society officer. The Audit Committee shall select its own chairperson.

      B.   Article X – Standards Activities Board

Motion 25B: Chang moved for the Constitution & Bylaws Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves the Bylaws amendments to Article X, Standards Activities Board." Motion carried.

ARTICLE X - STANDARDS ACTIVITIES

Section 1: Standards Activities Board
The Standards Activities Board shall formulate the policies and practices with respect to standards and other consensus documents and agreements, and monitor all such activities to assure conformance to approved policies and practices. It shall be chaired by the vice president for standards activities.

Section 2: Membership
The SAB shall have three classes of membership as defined in the IEEE Computer Society *Policies & Procedures Manual*.

Section 2.1: Sponsor Representatives
Sponsor representatives are defined in the IEEE Computer Society *Policies & Procedures Manual*.

Section 2.2 Members-at-Large
Members-at-large are defined in the IEEE Computer Society *Policies & Procedures Manual*.

Section 2.3 Ex-officio Liaison Members
Ex-officio liaison members are defined in the IEEE Computer Society *Policies & Procedures Manual*.

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

Section 4: Appointments
From the voting membership, the vice president for standards shall appoint the chairs of standing committees, SAB representatives to other Computer Society program boards and committees, Computer Society representatives to other standards developing organizations, and the Computer Society representative to the IEEE Standards Association.

26.   ***Policies & Procedures Manual* Revisions – *Chang***

      A.   Section 25, Electronic Products & Services

Motion 26A.1: Chang moved, for the Constitution & Bylaws Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves the revisions to *Policies & Procedures Manual* Section 25, Electronic Products & Services. The proposed amendments include the following two parts: " Motion carried.

    1. Complete removal of the current wording of the Electronic Products and Services Committee from *Section 25 – Electronic Products & Services*.

    2. Replace the content of *Section 25* with the proposed new wording as hereby provided.

SECTION 25 ELECTRONIC PRODUCTS AND SERVICES -REVISED

25.1 GENERAL

25.1.0 Definition

In the following section, the term 'electronic products' shall include all products and services delivered by the society through any electronic mechanism, including the web and other internet applications.

25.1.1 Branding

All society electronic products are to bear the names and logos of both the Computer Society and the IEEE prominently on their home page. When appropriate, other features should be added to improve the branding of our products.

25.1.2 Standards, Best Practices and Design

The Electronic Products and Services Board will have responsibility to ensure that electronic products produced by the society adhere to appropriate standards and best practices whenever possible. It will also monitor the design of electronic products for consistency across society entities.

25.1.3 Discriminatory Material in Electronic Products

Any discriminatory or derogatory statement suggesting age, sex, race, or other types of discrimination is unacceptable.

25.2 ELECTRONIC PRODUCTS AND SERVICES BOARD

25.2.1 Duties and Responsibilities

The duties of the Electronic Products and Services Board shall be as provided in the bylaws.

25.2.2 Membership

The Electronic Products and Services Board shall be chaired by the Vice President for Electronic Products and Services and shall consist of the following voting members: the chairpersons of the Web Operations Committee (Web Editor-in-Chief), Digital Library Committee, Distance Learning Committee, Community Development Committee, a representative from each of the other program boards, and an additional three to five members appointed by the vice president for electronic products. The Computer Society representative to IEEE TAB/PSPB Products and Services Committee shall also be a member of this Board.

25.2.3 Budgeting Responsibilities

The Electronic Products and Services Board shall review annual budgets and operating plans as proposed by the operating committee chairs. Additionally, it is responsible for preparing and recommending its annual budget to the Finance Committee and the Board of Governors.

25.2.4 Electronic Products and Services Handbook

The Electronic Products and Services Board shall create and be responsible for maintaining an *Electronic Products and Services Handbook*, which sets forth detailed procedures for the operation of the society's electronic products and continuity in the operation of society electronic products. The Electronic Products and Services Board may modify its procedures without Board of Governors approval provided that its procedures are consistent with the

policies and procedures of the Computer Society. All changes to the handbook procedures shall be published in the Agenda Book prepared for the next Board of Governors' meeting following the change. The vice president for electronic products and services is responsible for seeing that a copy of the then-current handbook is distributed to each member of the Electronic Products and Services Board, operations committees, and the Board of Governors at the beginning of each calendar year.

25.3 OPERATIONS COMMITTEES

25.3.1 Duties

The operations committees of the Electronic Products and Services Board shall be the Web Operations Committee, the Digital Library Committee, the Distance Learning Committee, the Community Development Committee and other ad hoc committees established by the vice president of the electronic products and services. Each of these operations committees shall deal with the electronic product distribution process and shall recommend and initiate changes in practice where necessary to assure that quality, budget, and time constraints can be met. Operations committees shall inform the Electronic Products and Services Board about ongoing products and plans, and undertake other assignments as specified by the Board.

25.3.2 Membership

With the exception of the Web Editor-in-Chief, the chairs of the operation committees shall be appointed by the vice president for electronic products and services. Members of the operation committees shall be appointed by the respective committee chairs in consultation with the vice president. Appropriate staff members are ex officio non-voting members of the operations committees.

25.3.3 Web Operations Committee

The Web Operations Committee shall recommend and implement policies for the design and operation of the society's web pages and monitor the society's Web pages for adherence to Web quality assurance standards as defined in the *Electronic Products and Services Handbook.* This committee is chaired by the Web Editor-in-Chief.

25.3.4 Digital Library Committee

The Digital Library Committee shall oversee operations related to the packaging and delivery of electronic publications in the Computer Society Digital Libraries produced by the Computer Society and by the society's electronic publishing partners.

25.3.5 Distance Learning Committee

The Distance Learning Committee shall specify, evaluate, and select courses for the Computer Society's distance learning program, monitor operations, and recommend pricing.

25.3.6 Community Development Committee

The Community Development Committee shall oversee development of products and services for the society's online portals and communities.

25.4 WEB EDITOR-IN-CHIEF

25.4.1 Duties and Responsibilities

The Web Editor-in-Chief (Web EIC) shall be responsible for providing leadership in the development of policy issues involving the website, organization, and coordination of the

information available through our site, and active encouragement of the development of new web resources. This person would also have authority to approve the inclusion on our web site of new material and links, and to recommend expenditure of funds for prototypes and new projects. Decisions made by the Web EIC must be acceptable to the Electronic Products and Services Board.

25.4.2 Editor-in-Chief Appointments and Search Process

The vice president for electronic products and services shall establish an ad hoc EIC Search Committee for the open position, with the approval of the president. The search committee should develop a list of applicants through open solicitation. The applicants are most likely to be drawn from people who have some web or electronic products experience, and from those nominated as a result of the open solicitation. Nominations and applications shall be sought from technical committees, conferences, and other editorial boards.

As the search progresses, the search committee should keep the vice president and president aware of the candidates being considered. The functions of each body and officer need to be well understood by all involved: the search committee's function is to identify and evaluate applicants, and to select and recommend candidates from the applicants; the Electronic Products and Services Board reviews those candidates and makes its recommendations to the president; the president evaluates, selects, and appoints the EIC from the candidates brought forward by the search committee; and the Board of Governors reviews and consents to the appointment.

25.5 OBJECTIVES & OPERATING PRINCIPLES

The Computer Society's formal vision statement, set forth in its strategic plan, The World's Computer Society, is to be the leading provider of technical information to the world's computer professionals.

25.5.1 Objectives

The objectives of the CS electronic products program in service of the society's vision are:

25.5.1.1. Electronic delivery methods should be used to better meet the needs of our members by improving their ability to identify relevant technical information, and to obtain access to that information with greater speed and convenience.

25.5.1.2. The society will clearly identify refereed and archival materials and is committed to maintaining eternal, accessible storage of archival products in electronic forms.

25.5.1.3. All electronic products will uphold at least the same standards of excellence as our comparable traditional products.

25.5.2 Operating Principles

To achieve these objectives, the society will operate its program within the following policies and guidelines.

25.5.2.1 All electronic products should document their target audience, the value/benefit provided to that audience, and an outline of the model used to create and maintain the content.

25.5.2.2. With the exception of those products designed specifically for membership benefits only and not for revenue generation, electronic products electronic products should generate revenues sufficient to recover both their marginal cost of production and a prorated share of the costs of preparing the information for publication in any medium.

25.5.2.3. When subscription is needed to access a revenue generating product, subscription

access to electronic products should be routinely accomplished through the IEEE member and subscription sign-up and renewal processes, not a separate process with separate billings and fulfillment costs. Adding the ability to sign up new members and subscriptions via the web, and to allow members to update their own address records on-line, should be a high priority.

25.5.2.4. Initial pricing model for each instance electronic product will be specified in the Handbook.

B.   Section 10, Standards Activities Board

Motion 26B.1: Chang moved, for the Constitution & Bylaws Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves the revisions to *Policies & Procedures Manual* Section 10, Standards Activities Board. " Motion carried.

SECTION 10 STANDARDS ACTIVITIES

10.1 STANDARDS ACTIVITIES BOARD (SAB)
The objective of the Computer Society's standards activities is to provide an organizational framework and conducive environment within which to develop broadly accepted, sound, timely, and technically excellent standards and consensus documents and agreements that will advance the theory and practice of computing and information processing science and technology.

Draft standards developed within the Computer Society (CS) are submitted to the IEEE Standards Association, to be approved and published as IEEE Standards.

Where appropriate, standards sponsors pursue adoption of their work as international, regional, or national standards.

10.2 RELATIONSHIP OF THE COMPUTER SOCIETY TO IEEE STANDARDS BOARD
In performing standardization activities, the policies and procedures of the SAB-as well as its actions-must conform to all applicable requirements placed upon standards sponsors by the IEEE Standards Association.

10.3   SAB RESPONSIBILITIES
As established in Section 1 of Article XI of the IEEE Computer Society Bylaws, the SAB is responsible for:
- recommending to the Computer Society Board of Governors all policies and procedures with respect to standards,
- monitoring all Computer Society standards activities to assure conformance to approved policies and procedures,
- establishing (or dissolving when appropriate) all Computer Society standards sponsors, approving the scope of each sponsor's charter,
- maintaining and publishing Computer Society Standards Handbook, and
- serving as a standards sponsor when appropriate.

10.4 SAB MEMBERSHIP
The SAB Chair is the Computer Society Vice President for Standards Activities. SAB members are as specified in the Computer Society Bylaws. Members of the SAB shall be members of the Computer Society and shall be encouraged to be members of IEEE.

Members of the SAB shall also maintain an active interest in and provide timely responses to clarification of issues related to standards development. Members may vote immediately upon

appointment.

10.4.1 Sponsor Representatives
Each Sponsor shall designate a representative to serve as a member of the SAB. Sponsor representatives vote, and are counted in the determination of quorum.

10.4.2 Members-at-Large
The president shall appoint up to 12 additional members to the SAB. The president may delegate authority for such appointments to the vice president for standards. Members-at-large vote, and are counted in the determination of quorum.

10.4.3 Ex-officio Liaison Members
Other organizations, internal and external to the Computer Society, may be invited to designate liaison representatives to serve as ex-officio members of the SAB. Ex-officio members may vote but are not counted in the determination of quorum.

10.5 SAB DUTIES
The SAB Chair shall:

1. Maintain the SAB membership list.
2. Appoint Members-at-Large as provided by the ByLaws.
3. Appoint SAB officers as listed below:

    a. Vice Chairs

    b. Secretary

    c. International Activities Chair

    d. Vitality Chair

4. Appoint Computer Society liaison representatives to IEEE-SA and to other organizations, as provided by the ByLaws.
5. Appoint liaison representatives to other program boards and committees of the Computer Society, as provided by the ByLaws.
6. Prepare an annual Computer Society SAB budget and, after approval by the Board of Governors (BoG), supervise its execution.
7. To appoint committees of the SAB.

8. Carry out other delegated and assigned responsibilities.

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28.   **BLANK**

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30.   **BLANK**

31.   **BLANK**

32.   **BLANK**

33.   **BLANK**

34.   **BLANK**

DISCUSSION ITEMS

35.   **BLANK**

36.   **BLANK**

37.   **BLANK**

38.   **BLANK**

39.   **BLANK**

REPORTS

40.   **AD HOC COMMITTEES**

No reports.

41.   **EXECUTIVE COMMITTEE MEMBERS**

41A.   **President-Elect -** *Chang*

No report.

41B.   **Vice President, Chapters Activities -** *Varanasi*

(See pages 41B-1 thru 41B-3 of the *Agenda Book*.)

41C.   **Vice President, Conferences & Tutorials -** *Schober*

(See page 41C-1 of the *Agenda Book*.)

41D.   **First Vice President, Educational Activities -** *Scherrer*

(See pages 41D-1 thru 41D-3 of the *Agenda Book.*)

41E.   **Vice President, Publications -** *Kasturi*

(See pages 41E-1 thru 41E-5 of the *Agenda Book*.)

41F.   **Vice President, Standards Activities –** *Moore*

(See page 41F-1 of the *Agenda Book*.)

41G.   **Vice President, Technical Activities -** *Zorian*

No report.

41H.   **Secretary –** *Garcia*

No report

41I.   Past President - *King*

No report.

41J.   IEEE Division V/VIII Directors - *Pollock/Isaak*

No report.

41K.   *Computer* Editor-in-Chief - *Carver*

No report.

42.   STANDING COMMITTEES

42A.   Audit – *Albert-Howard*

Motion 42A: Albert-Howard moved, for the Audit Committee, "MOVED, that the Executive Committee of the IEEE Computer Society instruct the Executive Director to spend two hours with the Audit Committee during the November 2003 meetings series." Motion carried.

42B.   Awards - *Garcia*

(See pages 42B-1 and 42B-2 of the *Agenda Book*.)

42C.   Computer Society International Design Competition – *Clements*

(See page 42C-1 of the *Agenda Book*.)

42D.   Constitution and Bylaws - *Chang*

No report.

42E.   Elections – *Williams, M.*

No report.

42F.   Electronic Products and Services - *King*

(See pages 42F-1 thru 42F-3 of the *Agenda Book*.)

42G.   Fellows – *Aylor*

No report.

42H.   Finance - *Giloi*

No report.

42I.   History – *Liu*

No report.

42J. **Intersociety Cooperation** – *King*

(See page 42J-1 of the *Agenda Book*.)

IEEE Sensors Council Representative Report - Schober

(See pages 42J-3 and 42J-4 of the *Agenda Book*.)

IEEE Nanotechnology Council Representative Report - Kapur

(See pages 42J-5 and 42J-6 of the *Agenda Book*.)

42K. **Membership** – *King*

(See page 42K-3 of the *Agenda Book*.)

Ombudsman/Member Services Report – Johnson, L.

(See page 42K-3 of the *Agenda Book*.)

42L. **Nominations -** *King*

No report.

42M. **Personnel and Compensation -** *Chang*

No report.

42N. **Planning -** *Chang*

No report.

42O. **Professional Practices Committee** – *Tripp*

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

CSDP Training Committee – Seidman

(See pages 42O-7 and 42O-8 of the *Agenda Book*.)

CSDP Certification Committee – Bagert

(See pages 42O-9 and 42O-10 of the *Agenda Book*.)

43. **BLANK**

44. **BLANK**

45. **SPECIAL ORDERS**

None.

46. **UNFINISHED BUSINESS OR GENERAL ORDERS**

None.

47.   NEW BUSINESS

   New Publications Proposals - *Kasturi*

   A.   *IEEE Transactions on Computational Biology & Bioinformatics*

Motion 47A: Kasturi moved for the Publications Board, "MOVED, that the Executive Committee of the IEEE Computer Society approves the proposal for a new publication, *IEEE Transactions on Computational Biology & Bioinformatics*."   Motion carried with one opposition (Scherrer recorded).

   B.   *IEEE Transactions on Dependable & Secure Computing*

Motion 47B: Kasturi moved for the Publications Board, "MOVED, that the Executive Committee of the IEEE Computer Society approves the proposal for a new publication, *IEEE Transactions on Dependable and Secure Computing*." Motion carried.

   C.   *IEEE Distributed Systems Online*

Motion 47C: Kasturi moved for the Publications Board, "MOVED, that the Executive Committee of the IEEE Computer Society approves the proposal for a new publication, *IEEE Distributed Systems Online*." Motion carried.

48.   GOOD OF THE ORDER

   None.

49.   ANNOUNCEMENTS

   None.

50.   NEXT MEETING

   The next meeting will be held at 4:00 p.m. on Tuesday, 18 November 2003 in Tampa, Florida USA.

51.   ADJOURNMENT

   The meeting adjourned at 6:00 p.m.

List of Attachments
None