SECTION 1 INTRODUCTION

1.1 PURPOSE

This manual has been prepared to provide a codified set of IEEE Computer Society policies and procedures in compliance with IEEE Computer Society Bylaws.

1.2 SCOPE

This manual will contain a codified set of all Board of Governors and Executive Committee position statements and actions of a permanent nature that establish policy or procedures for any IEEE Computer Society activity.

1.3 AUTHORIZATION

This, the *IEEE Computer Society Policies & Procedures Manual*, shall replace all previous editions of the Manual of Rules and Practices and all other documents, resolutions and motions incorporated in this manual and in previous editions of the Manual of Rules and Practices. Further, the *IEEE Computer Society Policies & Procedures Manual* shall be the recognized and governing policies and procedures document of the IEEE Computer Society subject only to evidence that it is in variance with the applicable and duly constituted actions of the Board of Governors or Executive Committee or of the governing documents of the IEEE.

1.4 MAINTENANCE

This manual will be kept current by the Society Executive Director under the direction of the Constitution & Bylaws Committee. After all meetings of the Board of Governors and Executive Committee, additions, changes, and deletions will be made based on motions and resolutions passed by the Board or Executive Committee acting for the Board (Bylaw Article IV, Section 3). (Basically, the Board makes policies and procedures; the Executive Committee can act for the Board on subjects for which it has been authorized by the Board). The Board delegates its authority to the Executive Committee to initiate and amend these policies and procedures. Changes made to the *IEEE Computer Society Policies & Procedures Manual* by the Executive Committee shall be reported to the Board of Governors at the Board's regular meetings.

All Board or Executive Committee approved motions that are intended for this manual should be so designated in the motion. Policy revisions should refer to existing policy by number; new policies should carry an appropriate new number. Any such actions that conflict with the current contents of this manual will be promptly reviewed by the Constitution & Bylaws Committees. A recommendation for resolution will be brought to the attention of the Board or Executive Committee in the agenda of their next meeting for resolution.

A history file of all changes made to this manual from its initial approval by the Board on 11 November 1983 shall be maintained by the Society's headquarters office.

All approved motions that result in changes to the manual shall cause the secretary to record a specific action item in the minutes for the Society Executive Director to make the required change.

When a revised version of the constitution and bylaws, or *IEEE Computer Society Policies & Procedures Manual* is completed it will not be considered official until a copy in its final printed form is approved by the Society Executive Director signifying that it has been proofed and all changes have been accurately recorded. Said certified copy shall be maintained in the permanent history file.

Where the Board of Governors has delegated maintenance authority for a specified portion of the *IEEE Computer Society Policies & Procedures Manual* to a subordinate Board or committee, other than the Executive Committee, all changes will be transmitted to the Society Executive Director and the Constitution & Bylaws Committee. The completed revision will not be considered official until a copy in its final printed form is approved by the Society Executive Director, signifying that it has been reviewed, proofed, and all changes have been accurately recorded. Said certified copy shall be maintained in the permanent history file.

1.5 DISTRIBUTION

The Society Executive Director will provide a copy of the manual, either in electronic or printed form, to and committee members and to others on receipt of requests. The Society Executive Director will be responsible for the *IEEE Computer Society Policies & Procedures Manual*, maintaining a current complete updated manual for use of the president and for maintaining similar manuals in all IEEE Computer

Society offices. Manuals may be maintained in both
printed and electronic form.

SECTION 2 POSITION STATEMENTS

2.1 POSITION STATEMENTS

Before any position statement is published or otherwise disseminated publicly in the name of the Society, it shall be reviewed and approved by the Board of Governors. When timeliness requires action between Board meetings, the review and approval may be executed by the Executive Committee on behalf of the Board.

2.2 DRAFT POSITION STATEMENTS

Draft position statements published by a sub-unit must be accompanied by a prominent statement of the following form: "This statement is a draft prepared by the ___, and has not been approved by the Board of Governors of the IEEE Computer Society, and is not an official position of the Society."

SECTION 3 BOARD OF GOVERNORS

3.0 APPROVAL OF BOARD MEETING SCHEDULE

Each year the president-elect, in conjunction with the Elections Committee and other staff and volunteers as appropriate, shall develop and recommend for approval by the Board of Governors a meeting schedule for the following two years. Said schedule shall be approved as early in the year as is feasible, and no later than the last meeting of the year.

3.1 PREPARATION AND DISTRIBUTION OF *AGENDA BOOKS*

The Society Executive Director shall coordinate, prepare and distribute a Board *Agenda Book* to all franchised and *ex officio* members of the Board so as to announce their availability on a web site to members of the at least ten days prior to Board meetings. The *Agenda Book* shall contain the meeting agenda and appropriate material to inform the Board members on all agenda items to as great an extent as possible.

3.2 EXPENSES FOR ATTENDANCE AT BOARD MEETINGS

Travel expenses for members of the Board of Governors may be reimbursed. Reimbursement will be limited by the regulations described elsewhere in this manual. Permissible charges apply to expenses associated with attendance at the meetings of the Board (and associated program Boards). Members are expected to limit such expenses to levels that are reasonable and customary for the prudent traveler. For example, members should normally use only discounted airfares such as those associated with advance purchases.

The treasurer will be responsible for periodically reviewing Board travel expenses and reporting any problems in the implementation of this policy intent to the Finance Committee, president, and/or Board of Governors, as appropriate. The president may act to restrict or eliminate this discretion for an individual member of the board when in the president's sole judgment such action shall be appropriate. A member of the Board may appeal the imposition of any such action to the Board of Governors.

3.3 ELECTRONIC MAIL

All members of the Board of Governors shall provide to IEEE Computer Society headquarters their electronic mail address.

3.4 MEETING MINUTES AVAILABILITY

The Society Executive Director shall ensure that the minutes of meetings of the Board of Governors for the past 12 months are available at all Board of Governors meetings.

3.5 MEETING MINUTES FORMAT

The minutes of each Board and Executive Committee meeting shall be as specified in Section 47 of *Robert's Rules of Order* and shall include a list of those present at the meeting and attachments. Additionally, each main motion shall be immediately followed by an action item (if necessary).

3.6 AVAILABILITY OF *IEEE COMPUTER SOCIETY POLICIES & PROCEDURES MANUAL*

The Society Executive Director shall ensure that a copy of the current *IEEE Computer Society Policies & Procedures Manual* is available at *each* Board of Governors meeting.

3.7 CONDUCT OF BOARD BUSINESS BETWEEN MEETINGS

3.7.1 This section applies when business is conducted according to Section 7, Article III of the constitution.

3.7.2 Actions handled between meetings must be important and timely. Appropriate actions include approving appointments, and establishing positions on issues affecting the Society members. Inappropriate actions would be provisions that alter the constitution, bylaws, or policies and procedures. The secretary shall provide for the conduct of ballots on such proposed actions via appropriate means.

3.7.3 This subsection applies to ballots conducted by electronic means (e-mail or WWW). Frequently issues requiring Board balloting between meetings are non-controversial, and/or solely administrative in nature. In those cases, the expedited electronic balloting procedure provided for in subsection 3.8.3.1 below will be used. In the event an issue requires more discussion, as determined by the presiding officer of the Board, or at the request of any franchised member

of the voting body (Board of Governors or Executive Committee), the electronic balloting procedure provided for in subsection 3.8.3.2 will be utilized. In order for a motion to pass under either procedure, the number of ballots received by the secretary must be equal to a majority (greater than 50%) of the number of franchised members of the voting body, and the number of affirmative ballots must be a majority of the ballots cast. The secretary tallies the votes and reports the result to the presiding officer. Should a franchised member be unable to receive a ballot or vote via e-mail, ballots may also be distributed and returned via fax, express mail or regular postal service. However, all ballots must be returned electronically or postmarked no later than midnight of the designated deadline.

3.7.3.1 Expedited Electronic Balloting Process

The secretary communicates an e-mail or other announcement message to all members of the voting body stating that the subject is a special expedited electronic ballot authorized by the presiding officer of the Board pursuant to Article III, Section 7 of the constitution. The message must include a clearly-worded motion, the date of the ballot message, instructions on how to reply, and the deadline for voting. Expedited electronic ballots will generally be due no later than midnight 7 days after the date of the initial ballot message. Franchised members of the voting body can vote by sending e-mail messages to the secretary or using a special WWW site established for the purpose, indicating a vote of YES, NO, or ABSTAINS. Voters may also communicate supporting arguments and positions, but may not amend the motion. Any franchised member of the voting body may request during the balloting period that the issue under consideration be removed from the expedited electronic balloting process and be re-considered under the alternative e-mail balloting process provided for under subsection 3.8.3.2, at which time the secretary shall stop the balloting and begin the balloting process anew under the alternative process.

3.7.3.2 Alternative Electronic Balloting Process

The secretary first communicates a motion announcement message to all members. The announcement will state that the subject is a special ballot utilizing the alternative electronic ballot process authorized by the presiding officer of the Board pursuant to Article III, Section 7 of the constitution, and include a clearly-worded motion and the date of

the ballot message. Members may then communicate supporting arguments and positions, but not amend the motion. Ten days after the date of the motion announcement by e-mail, the secretary sends the ballot by e-mail to all franchised members of the voting body. The ballot comprises the motion, instructions on how to reply, and a reminder of the deadline. Voters can vote by sending e-mail messages to the secretary or using a special WWW site established for the purpose, indicating a vote of YES, NO, or ABSTAINS. Ballots must be sent electronically or postmarked no later than midnight of the tenth day following the sending of the ballot.

3.8 ADVICE AND CONSENT OF EXECUTIVE COMMITTEE APPOINTMENTS

At the last meeting of each year, the president-elect shall present the list for the following year appointed officers to the Board of Governors for its advice and consent.

3.9 EXECUTIVE SESSIONS

Executive session is a question of privilege, and therefore is adopted by a majority vote. Only members, special invitees, and such employees or staff members as the assembly or its rules may determine to be necessary are allowed to remain. Members of the organization who are not members of the Board or committee, and sometimes non-members, may be invited by the chair to attend, perhaps to give a report, but they are not *entitled* to attend.

Franchised members of the Board of Governors shall be entitled to attend (but not vote) any executive session in which matters are to be discussed that are projected to come before the Board of Governors for vote.

An individual franchised Board member shall not be entitled to attend executive sessions:

a)   in which the individual Board of Governors member is under discussion,

b)   of the Audits, Awards, and Nominations Committees.

SECTION 4 EXECUTIVE COMMITTEE

4.1 INTRODUCTION

4.1.1   Composition

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

4.1.2   Powers

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

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

- Initiate modifications and amend the *IEEE Computer Society Policies & Procedures Manual* based on the recommendations of the Constitution & Bylaws Committee (*PPM Section 1.4*).

- Approve up to $25,000 per operating or capital budget line item per meeting up to a cumulative total (across all budget lines and meetings) of 5% of the approved base budget (*PPM Section 15.2.3).*

4.2 DUTIES AND RESPONSIBILITIES

Executive Committee members shall:

1. Maintain wide ranging contacts, at all levels with members, volunteers, and staff of the Society and IEEE, including chapters. The primary staff contacts shall be appointed by the Society Executive Director.
2. Assist the president in identifying potential leaders.
3. Assist the president in setting and achieving overall Society objectives.
4. Serve as a member *ex officio* of the Board of Governors unless otherwise holding a vote as a franchised member of the Board.
5. Perform other duties as assigned by the president or by the Board of Governors.
6. Seek out opportunities for cross-board cooperation and collaboration.
7. Encourage active participation by Program Board members in other IEEE Computer Society activities.
8. Submit candidates for Computer Society service awards, e.g. Certificates of Appreciation, Outstanding Contribution Certificate, Meritorious Service Certificate, and Distinguished Service Certificate.
9. Become familiar with the IEEE Computer Society governing documents (Constitution, Bylaws, Policies and Procedures Manual and operational handbooks.)

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. Provides leadership and direction for officers and Society programs.

5.1.2 Position Responsibilities

1. Sets and directs achievement of overall Society objectives.

2. Consider the counsel of the Past President and President-Elect on major decisions in order to understand past decision rationale, assess impact on future strategies, and maintain continuity of decisions affecting the Computer Society.

3. Appoints Executive Committee members, standing committee chairs and other officers and representatives. May appoint *ad hoc* committees as deemed desirable.

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

5. Serves as a franchised member *ex officio* and chairs the:

   ▪ Board of Governors
   ▪ Executive Committee

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

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

8. Serves as a franchised member *ex officio* of the:

   ▪ Constitution & Bylaws Committee
   ▪ Finance Committee
   ▪ Intersociety Cooperation Committee
   ▪ Planning Committee

9. Serves as a point of conflict resolution.

10. Represents the Society to the IEEE Technical Activities Board.

11. Except as otherwise provided in the Bylaws or the PPM, appoints representatives of the Computer Society to other organizations within the IEEE.

12. Represents the Society to external organizations.

13. Identifies and develops potential future volunteer leaders for the Society.

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

15. Prepares status reports for the Board of Governors.

See *IEEE TAB Operations Manual* for additional responsibilities.

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 Position Responsibilities

1. Provides counsel to the president in making Executive Committee, standing committee, and other appointments.

2. Serves as a franchised member *ex officio* and chairs the:

   ▪ Constitution & Bylaws Committee
   ▪ Planning Committee

3. 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
   • Finance Committee

- Intersociety Cooperation Committee

6. Serves on or appoints a member to the Nominations Committee.

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. Position Responsibilities

1. Provides counsel to the president in making Executive Committee, standing committee, and other appointments.

2. Serves as a franchised member *ex officio* and chairs the:

    - Intersociety Cooperation Committee
    - Nominations Committee

3. 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. Plans, initiates, and promotes ongoing interaction with other societies.

5.4 FIRST AND SECOND VICE PRESIDENTS

5.4.1 First Vice President 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 Second Vice President 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.

5.4.3 Position Responsibilities for First and Second Vice President:

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

2. Executes a portfolio as assigned by the president to ensure achievement of objectives and attention to major issues and purposes.
3. Provides counsel and assistance to the president and other volunteer leaders. Provides leadership and direction for officers and Society programs.
4. Provides counsel to the president in making Executive committee, standing committee, and other appointments.

5.5 SECRETARY

5.5.1 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.

5.5.2 Position Responsibilities

1. Serves as a franchised member *ex officio*:
    - Executive Committee
    - Finance Committee
    - 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 officially notifies the candidates, officers, and membership of the election results.

5.5.3 Assistant Secretaries

The Society Executive Director, director of governance and governance administrator shall be designated assistant secretaries of the Board, and in that capacity shall be authorized to certify Board actions for the secretary.

5.6 TREASURER

5.6.1 Position Function

Serves as the chief volunteer financial officer. Provides leadership and direction for volunteers and Society programs. Reports to the Executive Committee and Board of Governors on the financial state of the Society.

5.6.2 Position Responsibilities

1. Serves as a franchised member *ex officio* and chairs the Finance Committee (FinCom).

2. Serves as a franchised member *ex officio* of the
   - Executive Committee
   - Planning Committee

3. Directs the preparation and distribution of meeting agendas.

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.

5.7 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.

Each vice president shall:

1. Maintain wide ranging contacts, at all levels with members, volunteers, and staff of the Society and IEEE, including chapters. The primary staff contacts shall be appointed by the Society Executive Director.
2. Assist the president in identifying potential leaders.
3. Assist the president in setting and achieving overall Society objectives.
4. Serve as a member *ex officio* of the Board of Governors and as a member *ex officio* of the Executive Committee.
5. Perform other duties as assigned by the president or by the Board of Governors.
6. Chair an IEEE Computer Society Program Board, and ensure attention to the Society's strategic plan and Board's major issues.
7. Assume responsibility for program board finances, operations, assessment, and planning.
8. Appoint members of the Program Board subject to the provisions of the respective PPM section.
9. Develop Program Board objectives supporting the strategic plan.
10. Direct development of Program Board objectives, aligned with the strategic plan.
11. Inform the Program Board members and committees of Program Board objectives and their expected individual contributions and responsibilities.
12. Prepare Program Board status reports for the Board of Governors' agenda book.
13. Recommend changes in the PPM to the Executive Committee.
14. Direct the preparation of Program Board meeting agendas and distributes relevant information to all members prior to the meeting.
15. Appoint liaison members of other Program Boards consistent with the PPM.
16. Serve as a focal point for working with appropriate IEEE entities, and appropriate committees of the IEEE Program Board.
17. Seek out opportunities for cross-board cooperation and collaboration.

18. Encourage active participation by Program Board members in other IEEE Computer Society activities.
19. Maintain handbook and ensures web currency.
20. Direct preparation of the Program Board budget.
21. Monitor operation of subcommittees.
22. Submit candidates for Computer Society service awards, e.g. Certificates of Appreciation, Outstanding Contribution Certificate, Meritorious Service Certificate, and Distinguished Service Certificate.

5.8 VICE PRESIDENT FOR MEMBER AND GEOGRAPHIC ACTIVITIES

See PPM Section 8 for the Member and Geographic Activities Program Board requirements.

5.9 VICE PRESIDENT FOR TECHNICAL AND CONFERENCE ACTIVITIES

See PPM Section 6 for the Technical and Conference Activities Board requirements.

5.10 VICE PRESIDENT FOR PROFESSIONAL AND EDUCATIONAL ACTIVITIES

See PPM Section 7 for the Professional and Educational Activities Board requirements.

5.11 VICE PRESIDENT FOR PUBLICATIONS

See PPM Section 9 for the Publications Board requirements.

5.12 VICE PRESIDENT FOR STANDARDS ACTIVITIES

See PPM Section 10 for the Standards Activities Board requirements.

5.13 DIVISION DELEGATE/DIRECTOR AND DIVISION DELEGATE/DIRECTOR-ELECT

5.13.1 Position Function

Division Delegate/Directors serve on the IEEE Board of Directors, IEEE Assembly, and the IEEE Technical Activities Board (TAB). Division Delegate/ Directors and the Director-elect serve as a member *ex officio,* nonvoting, of the IEEE Computer Society Board of Governors and Executive Committee.

5.13.2 Position Responsibilities of Division

Delegate/Director and Division Delegate/Director-Elect

Facilitates communication, cooperation and problem resolution across IEEE.

(a) Communicates needs, concerns, and actions between TAB and the IEEE Board of Directors.

(b) Promotes communication and cooperation among Societies and Councils across IEEE TAB. Cooperates with other Division Delegate/Directors to resolve conflicts across Divisions.

(c) Expedites problem resolution involving Societies and Councils and TAB across IEEE.

(d) Promotes cooperation between the Society and IEEE Regions.

(e) Promotes technical activities at the regional level of the Computer Society.

See *IEEE TAB Operations Manual* for additional responsibilities.

SECTION 6 TECHNICAL AND CONFERENCE ACTIVITIES BOARD

6.1. MEMBERSHIP

The Technical & Conference Activities (T&C) Board shall be chaired by the vice president for technical and conference activities as provided in the bylaws, and shall consist of the following members: chairs of the Conference Activities Committee and Technical Meeting Review Committee, the secretary, the treasurer and a maximum of four at-large members representing a balance of both Technical Committee (TC) and conference volunteer leadership experience, appointed by the vice president for technical and conference activities, and the Technical Activities Committee Chair, elected by the TC chairs. The most recent past vice president for technical and conference activities and a member of the Society's professional staff appointed by the Society Executive Director are non-voting members.

6.2. RESPONSIBILITIES

The T&C Board shall be responsible for setting policy for and the general oversight of the activities of the IEEE Computer Society's TCs, whether defined as Technical Councils, Committees, Consortia, and Task Forces, as well as for defining the Society's role and policy for sponsored technical meetings in which the Society participates, whether defined as conferences, symposia, workshops or tutorials (excluding chapter technical meetings). Technical meetings are managed by the sponsoring TCs, conference steering committees, and conference organizers.

1. The T&C Board shall review and approve annual TC operating plans and operating budgets as proposed by the TCs and recommended by the Technical Activities Committee (TAC) according to procedures established in the *Technical & Conference Activities Board Handbook*.

2. The T&C Board shall approve technical meetings with expense budgets between 1% and 2% of the Society's annual budgeted expenses. The Technical Meeting Request Committee (TMRC) 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 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 shall establish an effective interface with other program boards and other activities of the IEEE Computer Society.

5. The T&C Board shall work with the TAC and TCs to identify and participate in promising technical meetings on emerging technologies.

6. The T&C Board shall encourage discussion of issues related to technical meetings among TC chairs, technical meeting organizers and conference steering committees.

7. At least once every four years, the T&C Board 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 & Conference Activities Board Handbook*.

6.3 COMMITTEES

6.3.1 Technical Activities Committee

6.3.1.1 Membership

The Technical Activities Committee (TAC) shall consist of an elected chair, all the chairs of the TCs, and a maximum of four at-large members appointed by the chair with the concurrence of the vice president. The TAC chair shall be elected annually by the current TC chairs in accordance with the procedures defined in the T&C Handbook. The chairs of the Conference Activities Committee (CAC) and Technical Meeting Request Committee (TMRC) shall be ex-officio members of the TAC. Subcommittees may be formed at the discretion of the TAC chair.

6.3.1.2 Duties

The Technical Activities Committee (TAC) shall provide guidance for the technical activities of the Technical Committees (TC) and shall report such activities to the T&C Board.

1. The TAC shall review proposed TC operating plans to assist TC chairs in defining adequate, substantive, and realistic technical activities. The plans shall serve as a reference for the TC vitality assessments.

2. The TAC shall specify technical committee vitality criteria, assessment techniques, measurements, and related matters for inclusion in the *Technical &*

Conference Activities Board Handbook.

3. The TAC shall 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 common interest. The TAC shall encourage TCs to merge conferences in overlapping areas and develop new programs and activities in important disciplines where the Society does not already have such activities.

4. The TAC shall promote cooperation and joint technical activities between TCs and other IEEE Organizational Units, non-IEEE computer and technical professional bodies, and relevant professional societies.

5. The TAC shall assist TC chairs in recognizing outstanding technical leaders and achievers, and with submission of the necessary documentation for nominating candidates for the various IEEE, IEEE Computer Society, and Technical & Conference Activities (T&C) Board awards.

6. The TAC shall make recommendations for updating the *Technical & Conference Activities Board Handbook*, to be approved by the vice president for technical and conference activities.

7. The TAC shall 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, TC membership, TC communication etc.).

8. The TAC shall review and recommend either approval or rejection of technical meeting financial sponsorship changes to the vice president for technical and conference activities.

6.3.2 Conference Activities Committee

6.3.2.1 Membership

The Conference Activities Committee (CAC) shall be chaired by an appointee of the vice president for technical and conference activities and shall consist of a maximum of six at-large members appointed by the 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 chairs of the Technical Activities Committee (TAC) and Technical Meeting Request Committee (TMRC) shall be *ex-officio* members of the CAC. Subcommittees may be

formed at the discretion of the CAC 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 make recommendations for technical meeting vitality criteria, assessment techniques, measurements, and related matters for inclusion in the *Technical Meeting Handbook*.

2. The CAC shall assess the technical viability of the technical meeting portfolio and provide guidance to TC chairs.

3. The CAC shall make recommendations for updating the *Technical Meeting Handbook*, to be approved by the Technical Meeting Request Committee (TMRC) and vice president for technical and conference activities.

4. The CAC chair shall review and approve Technical Co-Sponsorship requests to the IEEE Computer Society, in consultation with the appropriate TC chair(s), provided there are significant benefits to the 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 an appointee of the vice president for technical and conference activities and shall consist of a maximum of six at-large members appointed by the 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 chairs of the Technical Activities Committee (TAC) and Conference Activities Committee (CAC) shall be *ex-officio* members of the TMRC. Subcommittees may be formed at the discretion of the TMRC 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 (e.g. webinars) to assist meeting organizers.

1. The TMRC shall review and either approves or rejects certain technical meeting budgets 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 shall provide an interface between the T&C Board and Society staff to explore administrative matters or procedures that could impact technical meetings and their chairs (e.g., meeting budgets, timely processing conference sponsorship applications, planning support, etc).

4. The TMRC shall facilitate post-meeting analysis with technical meeting chairs when a conference produced a deficit.

6.4 TECHNICAL MEETINGS

6.4.1 TECHNICAL MEETING SPONSORSHIP PROCESS

The IEEE Computer Society offers three types of meeting sponsorship: sponsorship, co-sponsorship, and technical co-sponsorship. The 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 electronic IEEE Conference Application at least twelve months prior to the meeting [or six months prior to the call for papers]. Financial sponsorship applications are submitted using the process approved by the T&C Board and detailed in the *Technical Meeting Handbook*. The year lead time is necessary to obtain required endorsements and approvals, negotiation and approval of all contracts, and to allow time to advertise the meeting effectively. 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 co-sponsorship memorandum of understanding (MOU). All assets, tangible and intangible, shall be the property of the sponsors in proportion to their respective share of meeting sponsorship. The Society share shall be at least 50% for new meetings. The financial commitment must be stated in the budget, 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.

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 Society may request evidence of incorporation and sufficient liability coverage by the sponsor(s).

6.4.2 Memorandum of Understanding (MOU)

A memorandum of understanding (MOU), sets forth the relationship and obligations of the involved parties. The IEEE MOU is required for all meetings in which two or more entities are co-sponsors. As a minimum, an MOU shall describe the following areas:

- Financial sponsorship of each entity including both liability and surplus or loss distribution.

- Ownership of the intellectual property associated with the conference, including use of the conference name, slogan, copyright for publications, and logo ownership.

- Assignment of conference management and other administrative responsibilities to the appropriate entities.

- Provisions for dissolving the relationship.

6.4.3 Registration Rates

For all three cases, that is sponsorship, co-sponsorship or technical co-sponsorship, all IEEE Computer Society members, and all IEEE members, must be entitled to register at the lowest registration rates established for the meeting (except for student rates and other special discounted rates).

Non-member registration fees shall be a minimum of 20% higher than fees for members of the sponsoring or cooperating organizations.

All complimentary registrations must be specifically described in the meeting budget.

6.4.4 Approval of Technical Meetings

Each technical meeting to be sponsored or co-sponsored by, or in technical co-sponsorship with the IEEE Computer Society, must be endorsed by at least one technical committee chair. All new meetings require the approval of the TMRC chair.

Technical meetings with expense budgets exceeding 2% of IEEE Computer Society's annual budgeted expenses require the Board of Governors' approval, and those with expense budgets between 1% and 2% of the Society's annual budgeted expenses require T&C Board approval.

The first-year of technical meeting approval implies that ownership of the conference name resides with the IEEE Computer Society and any co-sponsors, or as designated in the conference steering committee charter, or in the conference MOU.

6.4.5 Use of IEEE Name and Logo

After receiving written approval of the meeting sponsorship, organizers of sponsored and co-sponsored meetings shall use the name and logo of the IEEE Computer Society and the logo of the IEEE on all meeting material including announcements, calls for papers, stationery, advance programs, final programs, and publications in accordance with IEEE policies.

6.4.6 Steering Committees and Charters

Periodic meetings (meetings held no more than two years apart) shall have a steering committee and a steering committee charter. The steering committee is responsible for the general oversight of and setting policy for the meeting. The steering committee

membership and charter policies are specified in the *Technical Meeting Handbook*.

6.4.7 Meeting Finances

6.4.7.1 Administrative Fee

IEEE Computer Society conference administrative fees include services and benefits (e.g. financial or legal liability) to conferences, TCs, the T&C Board and other technical activities. Each sponsored technical meeting budget is therefore required to include an expense item for its associated administrative fee. The administrative fee policies are specified in the *Technical Meeting Handbook*.

6.4.7.2 Financial Accounts and Other Accounts

In all cases, the Society Executive Director or his/her designee must have access to any financial account. This may be waived if an authorized executive of an equal or majority co-sponsor has such access.

6.4.7.3 Final Report

The general chair is responsible for submitting a complete final report within six months following the meeting. The final report includes a detailed final financial report, proof of the closing of the checking and other accounts, distribution of surplus or loss funds, repayment of advance loans, performance of an audit, if requested, and reporting of capital equipment purchases. The report must be sent to the appropriate Society staff member with a copy to co-sponsors, if any. Conference closing policies are specified in the *Technical Meeting Handbook.*

6.4.7.4 Financial Audits

IEEE Computer Society meetings shall follow IEEE policies for conference audits. Technical meetings where IEEE has greater than a 50% financial responsibility and where the actual or budgeted income or expense is $250,000 or more shall be audited by a professional independent auditor or the IEEE Internal Audit Department-and will be required to budget for such audits. Other technical meetings may be required to submit to an audit at the request of the T&C Board.

The finance chair must retain all records for a period of at least five years for return receipt; this includes all canceled checks, account statements, registration forms, bills, receipts, account books, and so forth.

6.4.8 Meeting Contracts

6.4.8.1 Hotel or Facility Contract

Conferences should engage the conference staff before choosing a hotel/facility to collaborate on generating and distributing a Request for Proposals (RFP) to support the hotel/facility selection process. The staff will collect proposals, combine them and deliver a proposal with a recommendation to the organizing committee, allowing the committee to make a decision. The staff will finalize negotiations and contracting for the selected venue. Process variations based on co-sponsorship are outlined in the *Technical Meeting Handbook.*

6.4.8.2 Other Contracts

For meetings sponsored by the IEEE Computer Society, IEEE contract policies will be followed. Any contract over $5,000 or any contract where the potential liability to the Society exceeds $5,000 (for example a bus or transportation contract) must be reviewed by the IEEE Legal and Compliance Department and all contracts with a liability of $25,000 or more must be signed by the IEEE or the Society may refuse to accept liability. In the case of a meeting co-sponsored by another society, the Society may accept the authorized signature of an executive of a co-sponsor.

6.5 TECHNICAL COMMITTEES

The IEEE Computer Society shall support technical committees (TCs) by size, scope, and maturity, who are composed of individuals with shared interest in a subset or application of computer, computing, software, hardware, and information technologies. The creation or dissolution of TCs must be approved by the Society Board of Governors, upon recommendation of the T&C Board.

6.5.1 Purpose of Technical Committees

The purpose of technical committees (TCs) is to provide leadership and technical oversight in organizing technical activities in technical domains or specialty areas. Activities include sponsoring and conducting technical meetings, developing awards within the technical discipline, publishing a newsletter, and providing forums for discussion of technical topics. Each TC chair shall be elected by Computer Society members who have joined that TC; only IEEE Computer Society members are eligible to vote and become TC chairs. Election procedures established by the T&C Board are spelled out in the

TC's Charter and the *Technical & Conference Activities Board Handbook*. TC chairs shall report to the TAC Chair. The TAC chair can in special circumstances appoint new TC chairs with the approval of the vice president for technical and conference activities. Such circumstances may involve an inactive TC that needs to be revitalized.

6.5.2 Membership Requirements

Membership in a TC is open to everyone, subject to such additional requirements as may be established by individual technical committees and Section 6.5.1 above. All such supplemental requirements must be approved by the relevant TC chair and the vice president for technical and conference activities and may be based on such criteria as participation, payment of a reasonable fee, or expressed or demonstrated interest in the technical field. There is no limit on the number of TCs a person can join.

6.5.3 Membership Fees

If a TC decides to implement fees for membership, those fees must be approved by a review panel established for that purpose by the vice president for technical and conference activities. The responsibility of this review panel is to ensure that the TC will be viable with income necessary to support a reasonable package of services to each of its members for the fees being charged. The review usually occurs in conjunction with the review and approval of the next year's budget.

a. The TC may choose to charge lower fees for IEEE student members.

b. All TC fees will be collected and accounted for through the IEEE Computer Society's staff operations.

c. The panel will review all proposed fees in relation to services provided annually.

6.6 *TECHNICAL & CONFERENCE ACTIVITIES BOARD HANDBOOK*

The T&C Board shall create and be responsible for maintaining a *Technical & Conference Activities Board Handbook*, in which detailed procedures for the conduct of the technical and conference activities program will be set forth.

The T&C Board is responsible for an annual review and updates to the handbook. This handbook will be

the primary means of ensuring appropriate quality and continuity in the operation of the technical committees. The T&C Board may modify its procedures without the Society Board of Governors approval, provided that its procedures are consistent with the policies and procedures contained in this manual and with applicable policies and procedures of the IEEE. However, the vice president for technical and conference activities is responsible for seeing that a copy of the current *Technical & Conference Activities Board Handbook* is posted online.

6.7 CONFERENCES, WORKSHOPS, SEMINARS, TUTORIALS, WEBSITES AND NEWSLETTERS

TCs are encouraged to establish, sponsor, and operate major IEEE Computer Society conferences which provide a technical service to their members and the profession, while generating enough surpluses to justify operating funds for other TC activities and support the Society's non-revenue programs and services. Moreover, TCs are encouraged to hold workshops or other special meetings to complement the technical program at appropriate Society conferences. To the extent practicable to do so, the names and logos of all such meetings will be service marked by the Society in the name of the IEEE. TCs are strongly encouraged to maintain their own website and publish a newsletter for their members.

6.8 PORTFOLIO REVIEW

The T&C Board shall be responsible for maintaining a high degree of technical excellence and organizational vitality among the TCs and the Society's conference portfolio. The T&C Board will review portfolio recommendations from the Planning Committee as defined in Section 18.3.9 below.

6.8.1 TC Vitality Criteria

Specific TC vitality criteria, assessment techniques, and related matters are addressed in the *Technical & Conference Activities Board Handbook* prepared by the T&C Board.

The T&C Board should establish recommended and minimum levels of activity criteria for each TC. The leaders of a TC should hold at least one business and planning meeting per year and should submit an annual report as defined in the *Technical & Conference Activities Board Handbook* to the vice president for technical and conference activities. The report should assess the year's activities and set forth plans for the following year. These reports will be the

basis on which the T&C Board may judge the activity level of the TC.

6.9 TC BUDGETS

6.9.1 Operating Budget Allocation

Each TC shall be allocated an operating budget primarily based on its fiscal performance and contribution to the Society. TC budgets must be approved by the T&C Board. Each TC may spend funds as long as the expenditures do not exceed the total approved TC budget. The guiding principle is to invest in activities that grow the technical domain of the TC and benefit the broadest TC membership. Any TC expense may be subject to T&C Treasurer review. Each TC shall request an operating budget drawn from a portion of the administrative fees and net surplus from all conferences, tutorials, workshops, and similar activities in its portfolio. The policies for TC sponsored conference reserves shall be specified in the *Technical & Conference Activities Board Handbook*. TCs which consistently fail to generate revenues sufficient to fund their costs of operation will be reviewed for vitality as provided herein.

SECTION 7 PROFESSIONAL & EDUCATIONAL ACTIVITIES

7.1 RESPONSIBILITIES

The Professional and Educational Activities Board (PEAB) recognizes that all segments of our profession require educational preparation in the computing disciplines. In addition, they require lifelong learning and professional engagement within their communities.

The PEAB shall provide leadership in the Computer Society for activities related to the education of a computer-literate population, as well as for the pre-professional and professional activities of practitioners engaged in disciplines such as computer engineering, computer science, information technology, information systems, systems engineering and software engineering.

The PEAB supports these goals by establishing and maintaining programs that address the on-going needs for professional development in areas including relevant bodies of knowledge characterization, best practices, competencies, ethics, performance norms, and terminology. It recommends, evaluates, initiates, and nurtures products and services for practitioners and employers.

7.2 MEMBERSHIP

The PEAB shall be chaired by the vice president for professional and educational activities as provided in the bylaws of the IEEE Computer Society. Voting membership shall consist of the five chairs of the standing committees plus one at-large member and the secretary. All standing committee chairs, the at-large member and the secretary are appointed annually by the vice president for professional and educational activities in consultation with the Society president. PEAB membership shall include computing practitioners and computing educators. The secretary shall maintain PEAB rosters, organize and support PEAB meetings, draft meeting agendas, collect and archive meeting documents, draft meeting minutes, and conduct ballots.

In addition, the vice president for professional and educational activities shall appoint liaisons to other appropriate IEEE areas of operation, and shall recommend to the Executive Committee the appointment of Computer Society Representatives to external organizations, such as CSAB, as appropriate. Members of the PEAB shall be members of the Computer Society and shall be encouraged to be members of the IEEE. Members may vote immediately upon appointment.

7.3 STANDING COMMITTEES

The PEAB is composed of the following standing committees. Members of each standing committee shall be appointed annually by the vice president for professional and educational activities in consultation with the standing committee chair.

7.3.1 Business Development Committee

The Business Development Committee (PEAB-BD) shall work to support marketing efforts to develop domestic and international strategic relationships with academic institutions, industry leaders, and executives at potential and existing clients. The PEAB-BD focuses on improving the organization's market visibility, position and future financial growth.

The PEAB-BD would define long-term strategic product goals, build key customer relationships, identify business opportunities, develop and maintain knowledge of industries and government agencies. The PEAB-BD will also assist in managing existing client relationships to ensure they stay satisfied and positive. The committee will need to meet regularly, and will be prepared to make presentations on solutions and services that meet or predict the future needs of clients.

The PEAB-BD shall work with the Professional Education Products Committee to establish professional education products identified by customers.

7.3.2 Professional Education Products Committee

The Professional Education Product Committee (PEAB-PEP) shall work with the PEAB-BD to develop professional education products identified by customers. The PEAB-PEP will determine the level quality acceptable for IEEE CS educational materials offered. .

Product delivery will be accomplished through utilizing online resources, e-learning courses, distance learning courses, continuing education courses, professional development seminars, and tutorials. This will be accomplished through:

- working with the discipline-specific committees,
- evaluating existing products (internally or externally), or

- collaborating with Global Partners.

The PEAB-PEP shall provide subject matter experts to offer support and technical advice to the Society staff charged with production of courses and other educational products, and with other Society entities as requested.

7.3.3 Curriculum and Accreditation Committee

The Curriculum and Accreditation Committee (PEAB-CA) is responsible for college and university curriculum and accreditation efforts for the PEAB and the IEEE Computer Society. With regard to curriculum, most of these efforts are centered on the development of bodies of knowledge, model curricula and curriculum standards. In this regard, the PEAB-CA Committee appoints various task forces and groups to coordinate specific curriculum efforts as they arise within the computing community
With regard to accreditation, the PEAB-CA Committee is responsible for managing CSAB (Computer Science Accreditation Board), which represents the IEEE-CS to ABET (Accreditation Board for Engineering and Technology), which is the national leader in engineering and computing accreditation. CSAB represents the IEEE Computer Society on the ABET Board, conducts volunteer recruitment, and assists in training. The PEAB-CA Committee appoints members to the CSAB Board and provides policy and direction to ABET through its engagement with CSAB.

7.3.4 Enterprise Information Technology Committee

The Enterprise Information Technology Discipline-specific Committee (PEAB-EIT) shall make recommendations to PEAB regarding programs that serve the information technology community. When appropriate, a liaison relationship with appropriate technical councils, technical committees, and/or standards committees may be established.

The PEAB-EIT shall provide subject matter experts and offer support and technical advice to PEAB-CA in curriculum development for programs in information technology and accreditation of computing programs.

7.3.5 Engineering Disciplines Committee

The Engineering Discipline-specific Committee (PEAB-ED) shall make recommendations to the PEAB regarding programs that serve the computer, software, and systems engineering communities.

When appropriate, a liaison relationship with relevant technical councils, technical committees, and/or standards committees may be established.

The PEAB-ED shall provide subject matter experts and offer support and technical advice to the PEAB-CA in curriculum development for programs in areas of engineering and accreditation of engineering programs.

7.4 OTHER COMMITTEES

Ad hoc committees may be created by action of the PEAB. These committees will have a defined purpose and will be constituted for no more than 12 months. After 12 months, the ad hoc committee must be rejustified within the PEAB. Unless otherwise provided by the action of the PEAB, the chair and the members of any ad hoc committee shall be appointed annually by the vice president of professional and educational activities and serve at his discretion.

SECTION 8 MEMBER AND GEOGRAPHIC ACTIVITIES BOARD

8.1 MEMBERSHIP

The Member and Geographic Activities Board (MGA) shall be chaired by the vice president for member and geographic activities as provided in the bylaws and shall consist of the following members appointed by the vice president: the vice chair for the Member Engagement Committee and the chairs of its standing subcommittees; the vice chair for the Special Technical Communities (STC) and the STC deputy chair; and chairs of any other standing committees established by the MGA in accordance with the provisions of the bylaws. The vice president may appoint up to two additional members to the MGA. In addition, any Computer Society representatives to IEEE MGA member development committees or other membership-related committees shall be ex officio, non-voting members of the MGA.

8.1.1 Liaison Representatives

The vice presidents of other Computer Society boards may appoint an ex officio, non-voting representative to the MGA.

8.2 RESPONSIBILITIES

The MGA shall provide leadership in the Society for member development and member-related activities including member services, programs to support special technical communities and professional and student chapters, and such other promotional or retention activities as may be assigned by the Board of Governors, the Executive Committee, or the president.

8.3 STANDING COMMITTEES

8.3.1 Member Engagement Committee

8.3.1.1 Membership

The Member Engagement Committee (MEC) shall be chaired by a vice chair of the MGA and shall consist of chairs of the Geographic Activities, Outreach and Diversity, Awards and Recognition and Student and Young Professional Subcommittees. The subcommittee chairs shall be appointed by the vice president for MGA. The vice president may delegate such authority to the vice chair for the MEC.

8.3.1.2 Responsibilities

The MEC shall be responsible for providing strategic guidance and oversight for member development activities including, recruitment, retention, recovery, engagement activities, member services, benefits, and life cycle management of the Society's members.

8.3.1.3 Chair Responsibilities

The vice chair for the MEC shall work with the vice president to agree the overall strategic direction of the MGA, by offering informed strategies reflecting the opportunities and challenges identified by members of the MEC subcommittees. In addition, the vice chair shall oversee the effective coordination of the subcommittees to enable the strategic objectives of the MGA to be achieved.

8.3.1.4 The MEC Subcommittees

8.3.1.4.1 Geographic Activities Committee (GA)

The chair of the GA shall chair a committee to promote membership activities within the Society, at the chapter, section, regional, national, and international level.

8.3.1.4.2 Outreach and Diversity Committee (O&D)

The chair of the O&D shall chair a committee responsible for providing strategic guidance, oversight and support for member engagement programs through activities that link members in support of diversity and outreach objectives including, but not limited to, affinity groups such as IEEE Women in Engineering (WIE).

8.3.1.4.3 Student and Young Professional Activities (SYP)

The chair of the SYP shall chair a committee to promote membership activities within the Society to specifically address the needs of students and young professionals, at the chapter, section, regional, national, and international level.

8.3.1.4.4 Awards and Recognition Committee (A&R)

The chair of the A&R shall chair a committee responsible for engagement strategies for MGA awards and recognition programs, scholarships, fellowships, contests, member grade recognition, the Distinguished Visitors Program (DVP), and the Member Visitor Program (MVP).

8.3.2 Special Technical Communities (STCs)

8.3.2.1 Membership

Special Technical Communities (STC) shall be chaired by a vice chair of the MGA and shall consist of chairs of each STC and a STC deputy chair. The STC deputy chair shall be the formally appointed liaison from the Technical Activities Committee of the Technical and Conference Activities Board as appointed by the vice president for technical and conference activities (TAC liaison). All other members shall be appointed by the vice president for MGA. The vice president may delegate such authority to the vice chair for the STC.

8.3.2.2 Responsibilities

STCs shall be self-sustaining (revenue-generating) online communities of computing professionals (including students) who share a common technical, geographic, career, or other interest. STCs may be created around any set of ideas that are relevant to the Society's field of interest. Each STCs shall capitalize on supported or approved social networking facilities of the Computer Society in order to realize their objectives. STCs should reflect agile entities that are relatively easy to create and organize, and that can develop new products and services to realize their communities' goals and objectives.

The STC Committee shall be responsible for reviewing all applications for new STCs and approving or rejecting such applications. They will oversee the review processes to assess the overall vitality of all existing STCs and approve their continuation or termination.

8.3.2.3 Chair Responsibilities

The vice chair for the STC shall work with the vice president to agree the overall strategic direction of the MGA, by offering informed strategies reflecting the opportunities and challenges identified by the chair and members of each STC. In addition, the vice chair shall be responsible for all strategic and operational matters related to the vitality of STCs. The vice chair shall be responsible for establishing and maintaining quality standards and operating infrastructures necessary to govern and support STCs.

8.4 SECRETARY

The MGA secretary shall prepare minutes, shall support the vice president for MGA to identify and recruit volunteers, and shall foster member engagement.

8.5 OTHER COMMITTEES

Other standing and ad hoc committees may be created by action of the MGA. Unless otherwise provided by the action of the MGA, the chair and the members of any committee shall be appointed by the vice president for MGA and serve on an annual basis.

8.6 *MGA HANDBOOK*

MGA shall create and maintain a handbook that sets forth detailed procedures for the operation of the Society's membership and geographic activities program, including the STC handbook. MGA may modify its procedures by majority vote of MGA members without Board of Governors approval provided that its procedures are consistent with IEEE and IEEE Computer Society policies and procedures. 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 handbook will be available on computer.org. The vice president for MGA shall be responsible for distributing the URL for the current handbook to each member of MGA and its standing committees, and the Board of Governors at the beginning of each calendar year.

SECTION 9 PUBLICATIONS

9.1 GENERAL

9.1.1 Definitions

In the following the term 'publications' shall include magazines, transactions, letter-style journals, digital publications, conference proceedings, books, and derivative content delivery vehicles intended for delivery in any and all media as well as any other content or collections of content published by the IEEE Computer Society. The term 'magazines' and the term 'transactions', which includes letter-style journals, shall be as defined in the *IEEE Publications Services and Products Board (PSPB) Operations Manual*. The terms 'series publications' shall refer to magazines, transactions, and other content published in a continuing series, 'periodical publications' shall refer to magazines and transactions, and 'individual publications' shall refer to derivative and unique publications and series.

9.1.2 Logos

All Society publications are to bear the names and logos of both the IEEE Computer Society and the IEEE prominently in a manner appropriate to the medium in which it is presented.

9.1.3 Peer Review Process

Policies shall be established regarding various levels of peer review appropriate to different types of work. Some materials, such as, but not limited to columns, editorials, blogs, and product reviews, may be published with minimal or no peer review. Review policies shall be developed by the Publications Board in conjunction with the responsible publications operations committee. The review policies should generally be typical of review policies of respected scientific, scholarly, and technical societies. The policies should provide for appropriate author appeals, but the anonymity of the reviewers should be maintained.

9.2 PUBLICATIONS BOARD

9.2.1 Membership

The Publications Board shall be chaired by the vice president for publications as provided in the bylaws, and shall consist of the following voting members appointed by the vice president: secretary, finance chair, Magazine Operations Committee chair,

Transactions Operations Committee chair, the IEEE Computer Society's representative to the IEEE Publications Services and Products Board (PSPB), and an additional three to six members-at-large (non-editors in chief) with experience in publications. The Magazine Operations Committee chair or the Transactions Operations Committee chair shall not be current editors in chief (EICs) for IEEE Computer Society publications. In addition, all EICs, and the publisher shall be *ex officio*, non-voting members of the Publications Board.

9.2.2 Publication Review and Planning

The Publications Board shall:

1. review each of the Society's series publications at least once every five years, based on the periodical review submitted to the IEEE Periodicals Review Committee;

2. consider changes of scope and name to evolve publications with changes in the field;

3. consider terminating or combining of series publications when necessary; and

4. plan for and recommend new publications to the Board of Governors.

5. consider ways to improve the content, quality, delivery, and format of the Society's publications.

6. provide a forum for the development of strategies and tactics for improving the financial posture and content impact of publications in light of the needs of their specific communities as well as the broader member, non-member, and institutional readership.

9.2.3   Finance Chair Responsibilities

a.   The finance chair may assist in preparing and recommending annual page budgets and may consult and assist in preparing and recommending editorial reimbursed expense budgets. The finance chair shall be responsible for presenting budgets to the Operations Committees and Publications Board. The vice president for publications shall be responsible for presenting recommended budgets, including editorial page budgets, prices and frequencies of

periodical publications, to the Finance Committee and the Board of Governors.

b. The finance chair is responsible for submitting a complete annual report at the mid-year meeting of the Publications Board and BoG. The annual report includes a detailed final financial report for the prior year, including the performance of each publication against its budget, along with explanations of variations. The report must be sent to the appropriate society staff member and presented by the finance chair to the Publications Board. The vice president for publications will provide the report to the BoG and may additionally report on highlights.

c. The finance chair is responsible for advising EICs on managing their budgets, incurring expenses, and addressing their questions or concerns on financial matters, including requests for additional funding. The finance chair will keep the vice president for publications informed of issues as they arise, and shall consult with other volunteers and staff as necessary to formulate solutions.

d. The finance chair will review and advise the vice president for publications on new title proposals with regard to their financial outlook and impact.

9.2.4   Secretary Responsibilities

The secretary, under the direction of the vice president for publications, shall maintain Publications Board rosters, organize and support Publications Board meetings, draft meeting agendas, collect and archive meeting documents, draft meeting minutes, and conduct ballots. The secretary shall work with the Publications Board and staff on revisions to the *Publications Handbook* and *Editor in Chief Manual* to ensure compliance with the Society's and IEEE's governing documents. The secretary may assist the vice president for publications with other projects as requested.

9.2.5 *Publications Handbook* and *Editor in Chief Manual*

The Publications Board shall create and be responsible for maintaining a *Publications Handbook* and *Editor in Chief Manual* which set forth detailed procedures for the operation of the Society's overall publication program. These manuals will be the primary means of ensuring appropriate quality and continuity in the operation of the Society publications. The

Publications Board may modify its procedures without Board of Governors approval provided that its procedures are consistent with these policies and procedures and with applicable policies and procedures of the IEEE. However, all changes to publications procedures shall be published in the Agenda Book prepared for the next Board of Governors meeting following the change. The vice president for publications is responsible for seeing that copies of the then-current manuals are distributed to each member of the Publications Board, TOC, MOC, and the Board of Governors at the beginning of each calendar year.

9.2.6 Mentoring Future EICs

The bylaws establish that the Publications Board is responsible for recommending EIC candidates to the president. To carry out this process, the Publications Board shall establish and maintain a mechanism for mentoring future EICs in order to produce a pool of candidates with experience that permits them to assume an EIC position.

9.2.7 Editor in Chief Appointments

1. For publications solely sponsored by the IEEE Computer Society, EIC search committees shall be used to evaluate all applicants and nominees following the process defined in 9.2.8. Reappointment considerations shall follow the process defined in 9.2.8.

2. For jointly sponsored publications with steering or management committees, the steering or management committee shall appoint the EIC following the search process defined in the MOU for that periodical. The vice president for publications shall recommend Computer Society candidates for the steering or management committee representatives for appointment by the Computer Society President.

3. a. Any individual who formally proposes a new Computer Society publication shall not be eligible to apply for, nor shall be selected as, the inaugural editor in chief of such a publication.

   b. If an EIC search committee seeks an exception to this policy, the chair of the search committee must obtain approval from both the relevant Publications Board Operations Committee and the vice president for publications, prior to completing its process. In the event that the Operations Committee and the vice president for

publications cannot agree on whether or not to grant an exception, the final decision shall rest with the Computer Society President after consultation with all parties.

c. For cross-societal shared titles, the MOU shall include a policy to address this situation, which may or may not reflect the Computer Society's policy.

9.2.8 Editor in Chief Search Process

The vice president for publications and the chair of the relevant Operations Committee shall establish an *ad hoc* EIC search committee for the open position with the approval of the person serving as the vice president for publications when the final presidential decision is made. The committee shall consist of at least three members, at least fourteen months in advance of the known vacancy. This time can be less in the case of extraordinary vacancies (e.g., the resignation, severe or prolonged illness, or death of an EIC). In such extraordinary situations, the vice president for publications, in concurrence with the Publications Board's voting members, shall, as expeditiously as possible, recommend to the president for appointment an "acting" EIC, while the EIC search is conducted.

The search committee shall develop a list of applicants through open solicitation, including recommendations from the corresponding operations committee. The committee shall solicit applications from people being mentored for EIC positions, from former or present associate editors, from people who have editorial experience outside of the IEEE Computer Society, 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. With respect to potential conflict of interest (COI), the search committee shall be referred to Section 2.6.2 A of the *IEEE PSPB Operations Manual* where conflict of interest is defined as

"…*any situation in which a member's decisions or votes could substantially and directly affect the member's professional, personal, financial or business interests.*"

Additional details regarding the handling of COI is included in the "Guidelines for IEEE Computer Society EIC Search Committees" document. If a significant level of influence exists, the search committee member should disclose the conflict of interest immediately and not participate in the voting or ranking of that particular candidate.

If the vice president for publications determines that the search committee will not be able to reach an objective decision, the vice president for publications may request approval from the President to appoint a new search committee.

As the search progresses, the search committee shall keep the vice president for publications and president of the Society 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 relevant Operations Committee reviews those candidates and makes its recommendations to the president; the president evaluates, in consultation with the past president and president-elect, 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.

Early in the search process the committee shall ask each applicant to prepare a dossier including:

a) a letter of institutional/employer support for this editorship, should the position be offered.

b) a plan or vision statement that details the prospective course of action that the applicant projects to take with respect to the publication. This plan shall include:

(1) the applicant's perspective of the publication including challenges and opportunities,

(2) the tasks of the EIC to meet the challenges and to exploit the opportunities,

(3) the objective milestones associated with the intermediate and final accomplishment of these tasks,

(4) the projected schedules for the accomplishment of these milestones,

(5) the projected organization which will accomplish these tasks, and

(6) the funding requirements to accomplish these tasks.

c) a resume, including publications and editorial experience.

These, in addition to those listed in IEEE PSPB Operations Manual 2.4.3, are necessary conditions for an applicant to be considered as a candidate.

The search committee will use the standard "scoring matrix" described in the *Publications Handbook* to ensure that its members consider all relevant experience and abilities of each candidate and to ensure that these are treated similarly for all candidates.

The search committee shall recommend two or more candidates to the Operations Committee. In exceptional cases where the search committee recommends only one candidate, the committee must report on attempts to find other qualified candidates.

After the search committee selects its top candidate(s), the chair shall discuss the committee's recommendations with the relevant Operations Committee chair and the vice president for publications and the president and prepare the committee's report. The report shall provide an overview of the search process and recommend the candidate(s) for the EIC position. The committee report along with the dossiers of the candidate(s) shall be securely distributed electronically to the voting members of the relevant Operations Committee and Publications Board at least 15 days before the meeting at which the recommendations are to be considered. The Operations Committee shall maintain the confidentiality of the information. In extraordinary circumstances the chair of the relevant Operations Committee may waive or reduce the time allotted for Operations Committee review.

The search committee shall report its findings and recommendations to the Operations Committee in executive session. Those included in the executive session are the voting members of the Operations Committee and Publications Board, the vice president for publications, the president of the Society, and members of the Search Committee.

The Publications Board shall review the recommendations of the Operations Committee and endorses all, some or none of the candidates. The Publications Board shall make its recommendation to the president in confidence. No public disclosure of the candidates' identities shall be made until after the new EIC has been notified of his/her appointment.

As provided in the bylaws, the final step in the process occurs when the president selects an appointee from the candidates brought forward by the search committee and presents the appointment to the Board

of Governors for concurrence. This shall include a copy of the appointee's plans. The vice president for publications shall provide a written executive summary of the search process to the Board of Governors. The Board of Governors may consent to the appointment of the president's appointee, in which case the president shall make the appointment. If the Board of Governors refuses consent, then they may bring forward a second candidate that has been recommended by the search committee. If the president is unable to identify an acceptable appointee from those candidates presented, the Board of Governors shall be informed and a new search initiated.

EICs may be appointed for a maximum of two consecutive terms for a given position. A first term is three years and a reappointment is for a two-year term. For a new publication, at the discretion of the vice president for publications, the first three-year term of office of the EIC shall begin with the appearance of that publication.

9.2.9. Reappointment of an Editor in Chief

1. An EIC who is serving his/her first term is eligible for reappointment. The chair of the relevant Operations Committee shall ask his/her willingness to serve a second term fourteen months before the end of the first term. If the EIC is not willing to serve a second term, the process defined in 9.2.8 shall be followed in selecting a new EIC.

2. If the EIC is willing to serve a second term, the chair of the relevant Operations Committee shall appoint an evaluation committee to evaluate the EIC's performance. The EIC shall prepare and submit his/her dossier as defined in 9.2.8 and include his/her accomplishments during the past year.

3. The evaluation committee shall seek input from the periodical's editorial board, the IEEE Computer Society Publications' staff, the relevant Operations Committee and the Publications Board and prepare its report with a recommendation on reappointment. The report along with the dossier of the EICs shall be securely distributed electronically to the voting members of the relevant Operations Committee and Publications Board at least 15 days before the meeting at which it will be considered (normally the mid-year meeting). In extraordinary circumstances the chair of the relevant Operations Committee can waive or reduce the allotted time for review.

4. The evaluation committee's recommendation on reappointment shall be presented to the voting members of the relevant Operations Committee and Publications Board in executive session. If the evaluation committee recommends reappointment, the Operations Committee and Publications Board are asked to endorse reappointment and the president elects to reappoint the EIC for a second term, after consultation with the past president and president-elect, the reappointment shall be presented to the Board of Governors for their consent. If there is no agreement on reappointment, then a search committee shall be appointed and shall follow the procedures in 9.2.8 in seeking and recommending additional candidates. The current EIC may be considered as one of the candidates.

9.2.10   Editorial Board Member Selection Process

Editorial Board member roles shall be defined in the *IEEE Computer Society Editor in Chief Manual*. New Area Editors, Associate Editors and Associate Editors in Chief for each periodical shall be appointed by the respective EICs with the advice of the Publications Board, utilizing the following procedures:

1. The EIC shall send in plain ASCII format through regular e-mail (not as an attachment) the following:

   a. A lead paragraph by the EIC explaining the need for and justifying the nomination.

   b. The candidate's technical biography similar to what appears at the end of a paper: a short paragraph or two describing the nominee's main qualifications and accomplishments. Emphasis should be given to the candidate's qualifications that are relevant to his or her duties as an Editorial Board member.

   c. Selected list of relevant publications (maximum of 10).

   d. A hyperlink to a location where additional information may be found. If a Web address is not available, other contact information should be included.

2. Publications Board members have 30 days to provide advice on the proposed appointment.

9.2.11 Editorial Workshops

The Publications Board will organize EIC planning, orientation and leadership session as necessary.

9.2.12 Evaluation Procedures for Periodicals

It is the duty of the Publications Board to review publications and decide their fate. If the review of a publication determines that it is no longer viable, then the Publications Board has the responsibility to recommend to the Board of Governors that it should be either, closed, merged with another publication, or dealt with in some other way so that it neither detracts for the Society's reputation or becomes a drain on the Society's resources.

The evaluation of publications shall use the criteria below:

1. *Objective Criteria*. Examples of items to be evaluated include current and projected financial health (net revenue and contribution margin), current and projected circulation, subscriber, retention, peer review and publication cycle times (submission to first decision and final acceptance to publication), submission and acceptance rates, citation indices, and usage in all digital collections.

2. *Subjective Criteria*. Examples of items to be evaluated include the scope and breadth of coverage, sampling of readership opinion, sampling of authors' opinions and editorial overlap with other publications.

When possible, the evaluation of a publication should be done in conjunction with a search for a new EIC for the publication.

9.2.13 Editorial Budget Policy

The IEEE Computer Society and the home institution of an EIC together shall supply the support required to perform the functions of the EIC. The EIC should use funds from the host institution or other available sources in preference to the funds of the IEEE Computer Society where a choice is possible. The IEEE Computer Society shall assure sufficient funding to perform the following when the home institution funds are insufficient to support these activities:

Secretarial Support: An EIC needs secretarial support proportional to the workload, based on the number of

submissions and page counts. Secretarial support is provided by the IEEE Computer Society.

Office Expense: Office expenses include the cost of communications and supplies. The expenses related to phone, fax, mail, filing, copying, and so forth are reimbursable.

Travel Policy: Each EIC shall have budgeted funding for the EIC or the EIC's designee to travel to up to three Publications Board meetings annually. In addition, each EIC shall have budgeted funding for the EIC or the EIC's designee for travel to an EIC meeting with staff editors and to an editorial board meeting. Each EIC shall have budgeted funding to hold and annual editorial board meeting. If an EIC chooses to hold an editorial board meeting, the EIC is encouraged to hold it at a major conference that is normally attended by many members of the editorial board, and for which travel support can readily be obtained from sources other than the IEEE Computer Society.

Publication-specific expenses: When identified by an EIC and endorsed by the finance chair, some publication-specific expenses can be included in the budget. Among the items that qualify as publication-specific is travel of some editorial board members to a meeting for a specific purpose, assistance to associate editors, and special activities for particular publications that are not generic to all publications.

9.3 OPERATIONS COMMITTEES

9.3.1 Membership

The membership of the Magazine Operations Committee (MOC) and the Transactions Operations Committee (TOC) shall be the current EICs of all Society publications. EICs of cosponsored publications managed by the Computer Society will be *ex officio* non-voting members of their respective operating committee. These two committees collectively shall be referred to as the Operations Committees (OCs).

9.3.2 Duties

1. The OCs are responsible for 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.

2. 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.

3. The OCs will establish an effective interface between the EICs and other activities of the Society.

4. 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, etc.) 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.

9.4. INTEGRITY AND PLAGIARISM

The IEEE Computer Society is committed to ensuring that its publications contain material that is properly identified as the work of its authors. To that end, it identifies a member of the Publications Board to promote integrity in publication and to enforce the IEEE and IEEE Computer Society policies regarding plagiarism and improper publication of material.

9.4.1 Chair of the Committee on Integrity

The vice president for publications shall form a Committee on Integrity, and designate one of the members of the Publications Board as the chair of the Committee.

9.4.2 Committee on Integrity

The chair of the Committee on Integrity, with the approval of the vice president for publications, shall appoint Society members to the Committee on Integrity.

9.4.3 Duties

The Committee on Integrity shall implement IEEE and IEEE Computer Society procedures that address author complaints concerning plagiarism and improper publication of material. The committee shall take actions to promote the integrity of Computer

Society publications, such as developing educational materials for prospective authors.

9.5   SCOPE   STATEMENTS   FOR PUBLICATIONS

The current scope statements for all publications shall be included in the *Publications Handbook*. Scope statements will be reviewed and, if necessary, refreshed during the periodical review process.

9.6 Advertising in IEEE Computer Society Publications

Advertising may be accepted in Society publications. The publisher has full discretion to accept or reject any advertising. Guidelines for determining acceptable and unacceptable advertising are:

Acceptable:

* Products or services of direct interest and usefulness to members. Examples include electronics and electrical materials, components, and systems; positions available and wanted.

* Products which in consensus are deemed socially valuable and which complement the members' research and/or business needs, or a vocational bent. Examples include technical or high-technology hobbies (audio equipment, photographic equipment), auto rental companies, and airlines.

Unacceptable:

* Tobacco, liquor, get-rich-quick schemes, venture capital available, questionable educational opportunities, and diploma mills.

* Any advertisement presented in a format or illustrated in a manner not in keeping with the professional image of Society publications.

* Any advertisement suggesting or implying age, gender, or other types of discrimination.

9.7 PUBLICATIONS COPY EDITING POLICY

IEEE Computer Society publications are intended to focus on the needs of the reader. These needs can only be met if the publications are understandable and readable. Both technical and copy editing at some level for author-submitted technical material are essential in producing an understandable, readable, and technically accurate article in the style of the publication. Technical editing involves the author and EIC, and copy editing involves the author and copy editor. Both processes impact the technical content, understandability, readability, and publications style and quality. A set of general guidelines shall be developed and incorporated in the Society's *Publications Handbook*. They shall necessarily be general in nature because of the diversity of situations encountered.

9.8 REUSE OF INTELLECTUAL PROPERTY

The IEEE Computer Society is committed to the exchange and dissemination of technical information. This may be accomplished through the publication of conference proceedings and periodicals. The secondary use of the intellectual property from the publications shall follow the guidelines given in this section.

9.8.1 Copyright Policy

The IEEE requires that all technical, educational and professional publications of the IEEE, except newsletters, but including Society and technical council Newsletters, be copyrighted by the IEEE. In the case of jointly sponsored conferences, IEEE recognizes the right of another qualified sponsor to hold the copyright and administer all copyright matters on behalf of the IEEE and its author, provided, however, that such right shall be the subject or written agreement between the IEEE and the qualified sponsor. Except in the case of a conference which is sponsored and maintains its own permanent administrative office, a conference is not considered a sponsor and may not hold a copyright to IEEE material.

9.8.2 Conference Proceedings

1. 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.

2. 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.

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.

9.8.3 Periodicals

1. The IEEE Computer Society invests heavily in the development of the content of periodicals and shall control the reuse of this content.

2. Except for authors' posting their work on their own Web sites, individual papers or collections of papers from the IEEE Computer Society periodicals shall not be posted on servers other than the official Society dissemination servers.

3. Any reuse of intellectual property from periodicals in collections shall require the written permission of the IEEE.

SECTION 10 STANDARDS ACTIVITIES

10.0 MISSION OF THE IEEE COMPUTER SOCIETY STANDARDS ACTIVITIES BOARD

The mission of the IEEE Computer Society Standards Activities Board (SAB) is to encourage Computer Society members to participate in standardization activities, to promote the use of IEEE standards, and to develop useful products that leverage IEEE standards within the scope of the Computer Society. The SAB accomplishes this mission by working with other IEEE Computer Society boards and committees to provide standards leadership, by helping to ensure the vitality and success of IEEE Computer Society standards committees (Sponsors) operating under the auspices of the IEEE Standards Association Standards Board (IEEE SASB), by helping to establish new standards activities in response to changes and advances in the computing profession, and by serving as a Sponsor for standards activities for which an appropriate existing Sponsor does not exist.

10.1 RELATIONSHIP OF THE IEEE COMPUTER SOCIETY TO IEEE STANDARDS ASSOCIATION

The IEEE Standards Association (IEEE-SA) is responsible for the processes and procedures used by all standards development groups. In that capacity, the IEEE SASB is responsible for auditing Sponsor and Working Group processes, proposed Project Authorization Requests (PARS) and standards for conformance with approved IEEE procedures.

The IEEE Computer Society applies the expertise of its members to develop standards in accordance with the processes of the IEEE-SA. The Society accomplishes standards development via the SAB and the Standards Committees assigned to the Computer Society (herein called "Sponsors"). A major role of the SAB Standards Committees is to act as sponsors of standards development and revision efforts. The SAB shall assist each of the Sponsors with maintaining and operating under IEEE standards operating procedures approved by the IEEE SASB.

10.2 SAB MEMBERSHIP

The SAB shall be chaired by the vice president for standards activities as provided in the bylaws of the IEEE Computer Society. Voting members of the SAB shall consist of:

- The vice president for standards activities,

- The Society Representatives to other standards developing organizations (see Section 23.4),

- The SAB vice chair and the SAB secretary,

- The chairs of standing committees (see Section 10.4), and

- The chairs of Computer Society standards committees, i.e., all Sponsor chairs.

Each of the above members gains the right to vote immediately upon becoming a member of the SAB and shall participate in SAB meetings and votes. If a Sponsor chair misses two consecutive SAB meetings and does not participate in any electronic votes during a period of at least three months, the vice president for standards may through written communication suspend the voting privileges of the Sponsor chair and request that the Sponsor appoint an alternate representative to the SAB who shall then become a voting member of the SAB until such time as, following written notification from the Sponsor chair, the Sponsor chair resumes participation in SAB meetings and voting. A suspended Sponsor chair does not count against a quorum. Voting members of the SAB shall be members of the IEEE Computer Society and shall be encouraged to be members of the IEEE and the IEEE-SA.

10.2.1. Non-voting Members

The SAB may include non-voting members appointed by the vice president for standards activities to serve as External liaisons to other standards developing organizations (SDO) external to the IEEE (see Section 23.3). Other organizations, internal and external to the IEEE Computer Society, may be invited to designate liaison representatives to serve as non-voting members of the SAB.

The membership of the SAB may also include non-voting members appointed annually by the chairs of Computer Society program boards and committees. Additional non-voting members may be designated by the vice president for standards activities as needed to support Computer Society activities and initiatives.

Non-voting members may participate in SAB discussions. Observers who are neither voting nor non-voting members of the SAB may attend and participate in relevant portions of SAB meetings.

10.2.2. Appointment Procedures

The SAB secretary, the SAB vice chair, and the chairs of SAB standing committees shall be appointed for the remainder of the calendar year by the vice president for standards activities. If an appointee resigns or is removed from office, the vice president for standards activities shall make a new appointment. A current appointee may be removed from office at the request of the vice president for standards activities if such request is approved by a vote of the SAB members. (See 10.2.3 Voting.)

10.2.3. Voting

Voting shall be conducted in accordance with Article III, Section 6 of the IEEE Computer Society Bylaws.

All votes shall be taken either at an in-person or online meeting scheduled with a minimum of two weeks' notice or via an email ballot with a duration set by the vice president for standards activities that shall be a minimum of two weeks and a maximum of thirty days. Discussions of ballot items should be held via email and made visible to the SAB during an email ballot. Proxy voting is not allowed.

Two weeks advanced notice is required for any of the following actions to be taken at an in-person meeting:

- Establishment of a new Sponsor

- Dissolving or de-commissioning a Sponsor

- Removal of the secretary, vice chair, standing committee chair or a Sponsor chair.

- Changes to the SAB Policies and Procedures

10.2.4. Executive Sessions

Executive sessions may be held as provided by and in accordance with the IEEE Constitution and Bylaws Section I-300.1.

10.3 SAB RESPONSIBILITIES

To fulfill its mission as stated in 10.0, the SAB shall:

- Recommend to the IEEE Computer Society Board of Governors policies practices and actions with respect to Computer Society sponsored standards,

- Establish (or dissolve when appropriate) IEEE Computer Society Standards Committees to act as standards sponsors, approving the scope of each sponsor's technical work,

- Monitor all IEEE Computer Society standards activities for conformance to IEEE and Computer Society policies and procedures,

- Provide timely responses to requests for clarification of issues related to standards development.

- Encourage and oversee the efforts of standards sponsors to pursue adoption of their work by other international, regional or national standards bodies,

- Serve as a Sponsor for standards if an appropriate Sponsor does not exist and until such Sponsor is established (See Section 10.4.3),

- Promote the use and understanding of the value of Computer Society sponsored standards in industry and education,

- Identify (in coordination with the Computer Society program boards) needs for computing standards, and determine ways that the IEEE might meet those needs, and,

- Monitor Sponsor committees and Working Groups and facilitate cross-attendance and participation in other IEEE Computer Society boards to foster collaboration on standards-related issues and activities.

10.3.1. Approval of Sponsor Chairs

All Sponsor chairs shall be appointed or approved by the vice president for standards activities. The vice president for standards activities shall approve any Sponsor chair whose election was conducted by the Sponsor in conformance with IEEE-SA approved Sponsor Policies and Procedures. The vice president for standards shall appoint a chair for every Sponsor that does not have a chair who has been so elected.

The SAB may remove a Sponsor chair if the SAB determines that the chair's election was not in compliance with the IEEE-SA approved Sponsor policies and procedures or when the SAB Vitality Committee recommends removal. Grounds for removal shall be included in any motion to remove an

officer. The officer suggested for removal shall be given at least two weeks' notice and given an opportunity to make a rebuttal prior to the vote on the motion for removal.

10.4 STANDING COMMITTEES

The SAB shall have a standing Policies and Procedures (P&P) Committee, Vitality Committee, and Sponsor Committee. The membership of each standing committee shall consist of the chair of the standing committee (appointed by the vice president for standards activities) and a minimum of two additional members appointed by the chair of the standing committee. Members of standing committees shall be approved by vice president for standards activities. Members of standing committees do not need to be members of the SAB.

The vice president for standards activities may, with approval of the SAB, establish additional committees to carry out the business and responsibilities of the SAB. The vice president for standards activities shall appoint the chairs and may appoint the members of such committees. A chair of such an additional committee who is not otherwise a member of the SAB shall become a non-voting member of the SAB.

10.4.1. Policies and Procedures (P&P) Committee

The P&P Committee shall interface with the IEEE SASB Audit Committee and shall advocate for the SAB Sponsors when feasible. Members of the P&P Committee shall be members of the Computer Society and the IEEE-SA. The P&P Committee shall maintain a current list of the status of SAB Sponsor policies and procedures and IEEE-SA approval status. The committee shall annually review the SAB Policies and Procedures (this Section 10), and recommend revisions if appropriate.

10.4.2 Vitality Committee

The Vitality Committee shall be responsible for:

• Monitoring the vitality of SAB Sponsors,

• Providing appropriate support and recommendations to aid the vitality of SAB Sponsors, and

• Recommending the dissolution of a Sponsor when a Sponsor has engaged in little or no activity for a period of at least one year, corrective measures

(such as replacing the chair) have had no effect, and there is little or no benefit to maintaining the Sponsor.

10.4.3. SAB Sponsor Committee

The SAB Sponsor Committee shall be a sponsor for standards that are under the purview of the Computer Society and for which no existing Sponsor is appropriate (e.g. for new lines of work or for standards for which a viable Sponsor has not been identified). The SAB Sponsor Committee shall develop standards and operate under policies and procedures approved by the IEEE SASB Audit Committee. The SAB Sponsor Committee chair shall recommend the establishment of new Sponsors to continue work started in the SAB Sponsor Committee, when appropriate.

SECTION 11 AUDIT COMMITTEE

11.1 AUDIT COMMITTEE GUIDELINES

11.1.1 Introduction

The Audit Committee is a standing committee authorized by Article XII, Section 1, of the IEEE Computer Society bylaws. This bylaw states the committee charter, the qualification and method of appointment of its members and method of selecting its chair. All entities of the IEEE Computer Society shall cooperate with the Audit Committee in its goals of improving and enhancing the Society and its operations. Audit Committee members shall respect the privacy of sensitive information, and shall avoid actions at cross-purposes with the needs of the auditing process.   The complete bylaw reads as follows:

"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 or 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."

As the committee is appointed by the Board of Governors, it is responsible only to the Board, and through it to the Society membership.

11.1.2 Purpose and Scope

The purpose of the committee is to examine policy, procedures and compliance therewith; to identify additions, changes and deletions in the above which will improve or enhance Society operations; and, to make recommendations to the Board of Governors.

The scope of Audit Committee activities shall encompass all Society entities and operations, including both volunteer and staff activities, interface with the IEEE and its entities, with affiliated organizations, and with external organizations and activities.

11.1.3 Committee Membership and Organization

The Nominations Committee is charged with providing recommendations for appointments to the Audit Committee.   In order to provide committee members who are knowledgeable of Society activities,

are not currently involved in Society management, and to facilitate the audit process, it is recommended that the Nominations Committee, to the greatest extent practical, use the following guidelines in selecting candidates.

a. Audit Committee members shall not be members of the Executive Committee.

b. Potential members should express a willingness and commitment to serve.

c. Potential members should have been recently active or familiar with at least two major activities at the Society level.

d. Preferably, Audit Committee members should be able to serve for two years to provide continuity on the committee.

In the event of resignations from the Audit Committee which the president or the committee chair feel will hinder its effectiveness, either the president or the committee chair may request the Nominations Committee to present additional candidates to the Board of Governors and request the Board to appoint such additional members.

11.1.4 Selection of Audit Committee Chair

The Committee shall select a chair within 30 days of their appointment. The committee should agree on a procedure of its own choosing for selection of the chair and then proceed accordingly.   This task must be resolved within the committee. There are no rules or requirements to be met by the chair other than being an Audit Committee member. Past experience on the committee is not a requirement.

11.1.5 Chair's Responsibilities

The Audit Committee chair shall call committee meetings (or telephone meetings) as required, arranging for a meeting room and notifying committee members of time and place.

The chair shall preside at all meetings of the committee, and shall have IEEE and IEEE Computer Society constitution, bylaws, and other manuals and procedures distributed to committee members prior to the start of audit activity.

With guidance from the committee, the chair shall establish a schedule for the work of the committee.
With guidance from the committee, the chair shall assign areas to be audited to provide the broadest

coverage of Society operations possible. The committee should seek to review all activities which have recently experienced problems or controversies. The committee should review the financial audit, the accompanying auditors' management letter and the staff response thereto, and look into any issues which, in its opinion, require further investigation such as conflict of interest situations.

The committee should adopt a multi-year schedule that provides for review of all major program areas at least once every three years. In addition, the committee should examine any specific issues referred to the committee by motion of the Board of Governors or Executive Committee.

The chair shall coordinate submission and review of findings and recommendations of committee members, obtain committee agreement on the final report, and have the final report prepared and submitted to all members of the Board at its final meeting of the year, and shall remind the president and the Board of need for a response to the Board on all recommendations from the preceding year's audit.

11.1.6 Committee Members' Responsibility

Audit Committee members shall review these guidelines prior to beginning their work, and shall attend all meetings called by the chair. Members should review all aspects of operations of the Society in their assigned areas, review all appropriate documentation for consistency, completeness, and effectiveness, examine operations and activities for compliance, identify significant deficiencies and/or opportunities, and prepare draft findings and recommendations for committee review, modification, and concurrence.

11.1.7 Schedule

Prior to the last meeting of the year the Society Executive Director shall send a copy of this section of the *IEEE Computer Society Policies & Procedures Manual* to the chair of the Nominations Committee with a request to prepare a slate of Audit Committee nominees.

Prior to the last meeting of the year the Nominations Committee is to select a slate of nominees for the Audit Committee for the succeeding year. Copies of these guidelines should be provided to potential nominees prior to obtaining their concurrence. At the last meeting of the year the Board shall appoint the Audit Committee members for the next year.

11.2 BUDGET

The Audit Committee shall have a budgeted line item for its expenses. The chair of the Audit Committee is responsible for authorizing travel and other expenses charged to the Audit Committee line item. Such expenses shall be forwarded to the treasurer as the responsible officer for signature, unless the treasurer delegates that responsibility to the Audit Committee chair.

11.3 *AUDIT COMMITTEE HANDBOOK*

The Audit Committee shall maintain a handbook on the operations of the committee.

SECTION 12 AWARDS

12.1 AWARDS PROGRAM

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

12.2 AWARDS COMMITTEE MEMBERSHIP

The Awards Committee shall consist of a Chair, appointed by the Society president, and members, including all awards subcommittee chairs and one to three at-large members. The members are appointed by the Awards Committee Chair. The immediate past chair shall be an ex officio, non-voting member. One or more members shall be appointed by the Chair as vice-chairs of the committee.

The Awards Committee may combine two or more award selection subcommittees into one under one chair as defined in the *Awards Handbook*. The number of Awards Committee members may increase or decrease based on the number of awards subcommittees specified in the *Awards Handbook*. Awards subcommittees shall consist of, but are not limited to, the following:

- **Charles Babbage Award Subcommittee**
- **Taylor Booth Award Subcommittee**
- **Computer Entrepreneur Award Subcommittee**
- **Computer Pioneer Award Subcommittee**
- **Computer Science Undergraduate Teaching Award Subcommittee**
- **Seymour Cray Computer Engineering Award Subcommittee**
- **Eckert-Mauchly Award Subcommittee**
- **Sidney Fernbach Award Subcommittee**

- **Harry H. Goode Memorial Award Subcommittee**
- **IEEE CS/SEI Watts S. Humphrey Software Process Achievement Award Subcommittee**
- **Hans Karlsson Award Subcommittee**
- **Ken Kennedy Award Subcommittee**
- **W. Wallace McDowell Award Subcommittee**
- **Richard E. Merwin Award for Distinguished Service Subcommittee**
- **Harlan D. Mills Award Subcommittee**
- **B. Ramakrishna Rau Award Subcommittee**
- **Service Awards and Certificates Subcommittee**
- **Edward J. McCluskey Technical Achievement Award Subcommittee**

12.3 AWARDS COMMITTEE RESPONSIBILIES

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

12.3.1 Nomination Solicitations

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

collaboration with the corresponding subcommittee, to develop and implement a plan to encourage additional nominations.

12.3.2 Confidentiality of the Awards Committee Processes

The Awards Committee and its subcommittees shall exercise extreme caution to maintain confidentiality in everything related to the awards processes, including and not limited to: their committee composition, deliberations, and the identity of nominees and nominators. This is especially critical for those awards for which final approval authority rests with the Board of Governors. After the Board of Governors has disposed of the nomination, with the support of staff, the president will inform the awardee(s) and the Awards Chair or Vice Chair or the subcommittee Chair will inform the nominators of the unsuccessful nominees(s). Outside of the protocol described above, no word of the committee's recommendation should be given by anyone to nominees, nominators, or any other persons.

12.3.3 Awards Handbook

The Awards Committee Chair shall create and maintain an Awards Handbook, in which detailed procedures for the solicitation, review, and selection of nominees for each award will be set forth. This handbook serves as the primary means of ensuring appropriate quality and continuity in the operation of the several awards subcommittees. The Awards Committee Chair may modify its procedures without Board of Governors approval provided that its procedures are consistent with these policies and procedures and with applicable policies and procedures of the IEEE. The Awards Committee Chair is responsible for seeing that a copy of the then-current handbook is made available to each member of the Awards Committee and the Board of Governors at the beginning of each calendar year.

12.3.4 Awards Subcommittees

The Awards Committee Chair should take care to assure that each subcommittee is established at a size appropriate to its task; however, except if differently specified, in no case shall subcommittees have fewer than three members, and no more than nine members, plus the chair. Non-chair members of a subcommittee may not hold membership on the Awards Committee. Each subcommittee chair shall appoint a vice chair and subcommittee members in a timely manner, upon the

consent of the IEEE Computer Society Awards Committee Chair. When presenting a subcommittee member nomination to the Awards Committee Chair, the subcommittee chair shall state in writing that the procedures have been followed with exceptions and reasons duly noted.

12.3.5 Publicity for Granted Awards

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

12.4 Administration of Awards

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

12.4.1 General Procedures Applying to All Society Awards

The following general provisions shall apply to all Society awards.

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

2.   The Awards Committee shall actively solicit nominations for all awards and shall evaluate nominees according to the criteria set forth herein for each award.

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

4.   All major awards shall be presented at the IEEE Computer Society's Annual Awards Ceremony unless otherwise specified in the individual award descriptions in Sections 12.5 and 12.6, or based on the Computer Society President's decision, in consultation with the Award Committee Chair. All other awards may be presented at a major conference of the society or appropriate event, respecting the preferences of the recipient and practical limitations.

5.   The Awards Committee budget shall fund service certificate awards and Golden Core recognition expenses. For major Computer Society-level awards presented at conferences or at the IEEE Computer Society's Annual Awards Ceremony, the Awards Committee budget shall fund honorarium and prize items, and may fund travel support, unless otherwise specified in the individual award descriptions in Sections 12.5 and 12.6. Conference awards ceremony expenses shall be the responsibility of the conference.

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

7.   Every nomination, upon successful finalization of the submission procedure, receives a "submission time stamp year" (TSY), which remains valid as long as the nomination is valid and active. The TSY information is used by the Awards Committee and its subcommittees to uniquely identify the "contributions window" for those awards having one. In this respect, the general rule for all awards is that the year of the TSY does not count, but only calendar years TSY-1 and before.

8.   Unsuccessful nominations shall not be automatically rolled over to the following year. The subcommittee considering the award may carry-over the nomination packages of qualified nominees. A carried-over nomination package can be further carried over at most one more time, thus making the lifecycle of a carried over package at most two more years after the initial nomination. Carried-over nomination packages are processed exactly the same way as the other current year nomination packages, and must comply with the same IEEE and Computer Society policies and procedures as a new nomination of the current year.

12.4.2 Awards for which the Awards Committee Chair Has Final Approval Authority

For these awards, the Awards Committee Chair shall be responsible for notifying awardees and for notifying nominators of the disposition of their nominations. Following the general procedures set forth in Section 12.3.1, the Awards Committee shall solicit nominees, review candidates, and the Awards Committee Chair exercises final approval authority for recipients of the following awards:

- **IEEE Computer Society/SEI Watts S. Humphrey Software Process Achievement Award**
- **T. Michael Elliott Distinguished Service Certificate**
- **Meritorious Service Certificate**
- **Outstanding Contribution Certificate**
- **Continuous Service Certificate**
- **Certificate of Appreciation**
- **Golden Core Member Recognition**

12.4.3 Major Awards Approved by the Board of Governors

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

- **Charles Babbage Award**
- **Taylor L. Booth Education Award**
- **Computer Entrepreneur Award**
- **Computer Pioneer Award**
- **Computer Science & Engineering Undergraduate Teaching Award**
- **Seymour Cray Computer Engineering Award**

- **Sidney Fernbach Award**
- **Harry H. Goode Memorial Award**
- **Hans Karlsson Award**
- **Harlan D. Mills Award**
- **Richard E. Merwin Award for Distinguished Service**
- **W. Wallace McDowell Award**
- **B. Ramakrishna Rau Award**
- **Edward J. McCluskey Technical Achievement Award**

Members of the major award subcommittees shall not participate in the nomination or seconding of, or serve as references for, candidates for the award(s) of the subcommittee(s) on which they serve. The selection of recipients of all of the above major awards shall be made by the Board of Governors by electronic ballot after disclosure of the nominees and written recommendation of the merits of the nomination. The Board of Governors may select a recipient from the nominees presented or refer the award back to the Awards Committee for further consideration.

In presenting the recommendations of the Awards Committee, the subcommittee chair or the Awards Committee Chair should present a written statement presenting the specific contributions of each award recipient recommended to the Board, should describe the nomination solicitation and review process guidelines for each award, and either certify that those procedures were followed or document any exceptions made and the reasons therefore. The president shall notify awardees as soon as possible after Board action. The Awards Committee Chair or the award subcommittee chair shall notify all nominators of the final disposition of their nominations *after* the president has notified the awardees.

No more than two major Computer Society Award nominations per calendar year per individual (exclusive of cosponsored awards) shall be processed by the Awards Committee and its subcommittees. If there are two existing nominations (including carryover nominations) for an individual, any additional nomination for the same individual will be administratively voided and the nominator informed. In the case of multiple nominations, the nomination submission time is used to determine the chronological order and identify the most recent nominations exceeding the first two. Already voided nominations cannot be restored at any time.

An individual shall not receive more than one major Computer Society Award, exclusive of cosponsored awards, in any two-year window.

Current or carried over nominees cannot serve as nominators or endorsers for their nominator(s) as long as their nomination is valid or being carried over; if this case is determined, the most recent nomination(s) will be voided.

Nominators, nominees and endorsers whose names are or have been on the prohibited authors list cannot serve as nominators or endorsers and cannot be nominated for any Computer Society Award, service and recognition.

12.4.4 Major Awards Presented Jointly with ACM

Currently, the Eckert-Mauchly and Ken Kennedy Awards are awards jointly issued and administered by the Computer Society and the Association for Computing Machinery ("ACM"). Joint IEEE Computer Society-ACM subcommittees shall seek nominations and select nominees for the joint awards. See below.

12.4.5 Provision for New Named Awards

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

12.5 TECHNICAL AWARDS DESCRIPTIONS AND PROCEDURES

12.5.1 Edward J. McCluskey Technical Achievement Awards

Contribution: Outstanding and innovative contributions to the fields of computer and information science and engineering or computer technology, usually within the past 10, but not more than 15, years. Contributions must have significantly promoted technical progress in the field.

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

Award: Certificate and honorarium of $2,000. Up to four awards may be presented annually.

Administration: The Edward J. McCluskey Technical Achievement Award Subcommittee shall solicit candidates and make the preliminary selection of up to

five nominees, with the appropriate input and support from the relevant technical areas and technical committees.

12.5.2 Computer Pioneer Award

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

Award: Silver medal. Up to two awards, counting co-awardees as a single award, may be presented annually.

Administration: The Computer Pioneer Award Subcommittee shall solicit candidates and make the preliminary selection for the award. Appointment of previous Computer Pioneer Award recipients to serve on the subcommittee is strongly encouraged, but not required.

12.5.3 Computer Entrepreneur Award

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

Award: Museum-quality sterling silver chalice, usually presented to a single recipient. One award may be presented annually, and may include co-awardees if necessary.

Administration: The Computer Entrepreneur Award Subcommittee shall solicit candidates and make the preliminary selection for the award.

12.5.4 Eckert-Mauchly Award

Contribution: Outstanding contributions to the field of computer architecture.

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

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

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

12.5.5 W. Wallace McDowell Award

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

Award: Certificate and $2,000 honorarium, usually presented to a single recipient.

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

12.5.6 Taylor L. Booth Education Award

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

Award: Bronze medal and $5,000 honorarium, usually presented to a single recipient.

Administration: The Booth Award Subcommittee shall solicit candidates and make the preliminary selection.

12.5.7 Harry H. Goode Memorial Award

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

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

Award: Bronze medal and $2,000 honorarium, usually presented to a single recipient.

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

12.5.8 Sidney Fernbach Award

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

Nominator: Anyone may nominate. Nominations will be specifically solicited from the SC Conference Committee.

Award: Certificate and $2,000 honorarium to be normally presented at the SC Conference. The award will be presented for a single achievement. The awardee will normally be invited to present a paper at SC. This award shall be presented by the IEEE Computer Society President or his designee.

Administration: The Fernbach Award Subcommittee shall solicit candidates and make the preliminary selection.

12.5.9 Hans Karlsson Award

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

Eligibility: Limited to present or past participants in IEEE Computer Society Standards activities.

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

Award: Plaque and $2,000 honorarium, usually presented to a single recipient.

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

12.5.10 IEEE Computer Society/SEI Watts S. Humphrey Software Process Achievement Award

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

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

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

Award: The finalists and winner shall be announced and recognized by the IEEE Computer Society. The award will be presented to a single recipient. The winner will receive an engraved, commemorative plaque and total honorarium of $1,500. This award will normally be presented at the annual International Conference on Software Engineering (ICSE) or a

similar event determined by the chair of the Technical Council on Software Engineering (TCSE) and the director of the Software Engineering Institute (SEI). The winner will be invited to produce a technical report describing the process improvement and results, and to present a paper at the Annual SEI Software Engineering Symposium.

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

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

12.5.11 Seymour Cray Computer Engineering Award

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

Award: Crystal memento, certificate, and $10,000 honorarium to be normally presented at the SC Conference. The award will be presented to a single recipient. This award will be presented by the IEEE

Computer Society President or his designee. The awardee will normally be invited to present a paper at SC.

Administration: The Cray Award Subcommittee solicits candidates throughout the year and make the preliminary selection.

12.5.12 Computer Science & Engineering Undergraduate Teaching Award

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

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

Award: Certificate, and $2,000 honorarium, usually presented to a single recipient.

Administration: The Computer Science & Engineering Undergraduate Teaching Award Subcommittee shall solicit candidates and make the preliminary selection.

12.5.13 Harlan D. Mills Award

Description: Established in memory of Harlan D. Mills to recognize researchers and practitioners who have demonstrated long-standing, sustained, and impactful contributions to software engineering practice and research through the development and application of sound theory.

Eligibility: Achievements should demonstrate a sustained body of work in software engineering theory and practice. The winner would be generally recognized in the software engineering community for achieving the results stated and for encouraging and teaching others to do the same.

Award: Plaque and $3000 honorarium to be normally presented at the International Conference on Software Engineering. The awardee may be invited to give a talk at the conference. One recipient, awarded annually, as appropriate.

Administration: The Harlan Mills Award Subcommittee shall solicit candidates and make the preliminary selection.

12.5.14 Ken Kennedy Award

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

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

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

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

12.5.15 B. Ramakrishna Rau Award

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

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

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

Funding: Expenses for the award certificate and honorarium shall be funded from an endowment administered by the IEEE Foundation.

12.5.16 Charles Babbage Award

Contribution: in recognition of substantial contributions in the field of parallel computation.

Award: Certificate and $1,000 honorarium to be normally presented at the annual IEEE Parallel and Distributed Processing Conference (IPDPS). The award shall be presented to a single recipient. The awardee shall be invited to present a paper at the conference. The award honorarium, certificate expenses and travel expenses of the recipient to attend the presentation ceremony shall be borne by the conference.

Administration: The Babbage Award Subcommittee shall consist of four members plus the chair. The Babbage Award Subcommittee shall solicit candidates and make the preliminary selection.

Funding: This award shall be funded through the International Conference on Parallel and Distributed Processing Conference annual conference budget.

12.5.17 Conference Best Paper Awards (for Papers Presented at Society Sponsored or Cosponsored Conferences)

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

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

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

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

12.6 SERVICE AWARDS AND SERVICE CERTIFICATES DESCRIPTIONS AND PROCEDURES

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

12.6.1 Richard E. Merwin Award for Distinguished Service

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

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

Award: Bronze medal and $5,000 honorarium. The award shall be presented to a single recipient.

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

12.6.2 Service Certificates

The IEEE Computer Society Service Certificates hierarchy shall be as follows, starting from highest tier Service Certificate: the T. Michael Elliott Distinguished Service Certificate, the Meritorious Service Certificate, the Outstanding Service Certificate, the Continuous Service Certificate, and the Certificate of Appreciation.

Nominations may be made at any time, but it is preferable if the nomination follows closely in time the contribution to be recognized. The Awards Committee and its subcommittees shall process only one service certificate nomination higher than the Certificate of Appreciation for any individual in a calendar year. Any additional nomination following the first one for the same individual will be administratively voided and the nominator informed. In case of multiple nominations, the nomination submission time is determined to confirm the chronological order and identify the most recent nominations exceeding the first one. Already voided nominations cannot be restored at any time.

All nominations should report tangible and objectively provable evidence of service achievements of the nominee (e.g. website, publications, news feeds). Nominators, nominees and endorsers (if any) should be registered with an IEEE account (free account or paid membership) and should have sufficient visibility inside their technical communities (e.g. personal website, professional platform profile).

As long as an individual is a student (bachelor, masters, Ph.D.), a student is eligible only for the Certificate of Appreciation service certificates.

Service certificates may be presented at any appropriate Society function. Service certificate recipients shall be acknowledged annually on the Computer Society's website.

12.6.2.1 T. Michael Elliott Distinguished Service Certificate (DS)

Contribution: The T. Michael Elliott Distinguished Service Certificate is the highest level service certificate. A certificate is given in recognition for long and distinguished service to the IEEE Computer Society at a level of dedication and achievement rarely demonstrated. Often includes service in several capacities, and positions of significant Society responsibility, with contribution levels justifying multiple Meritorious Service Certificates or higher. Examples are: establishing and maintaining a Society program or conference, continuing officership in the Computer Society, or long-term and active service on Society committees.

Award: Certificate.

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

12.6.2.2 Meritorious Service Certificate (MS)

Contribution: The Meritorious Service Certificate is the second highest level service certificate. A certificate is given for meritorious service to an IEEE Computer Society-sponsored activity. Qualification is enhanced by the level and number of contributions, excellence, dedication, and tenure of service. Examples are: any significant role in one activity such as an editorship, committee or conference support of unusual and/or continuing nature, and service as a Computer Society officer, committee or conference general or program chair, or Associate Editor in Chief of a Computer Society journal/magazine.

Award: Certificate.

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

12.6.2.3 Outstanding Contribution Certificate (OC)

Contribution: The Outstanding Contribution Certificate is the third highest level service certificate. Unlike the Distinguished Service and Meritorious Service Certificates, this certificate is given for a specific achievement of major value and significance to the IEEE Computer Society. The achievement should be a specific, concisely characterized accomplishment, as opposed to a collection of different efforts. Examples are: the successful launching of a major conference series, a specific publication, standards and model curricula. A group OC award may be given for a major contribution in which a number of volunteers each made significant contributions. Certificates bearing all names would be awarded.

Award: Certificate.

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

12.6.2.4 Certificate of Appreciation (CA)

Contribution: This certificate is awarded for creditable service to any Society activity or program. Awards signed by the function chair certify the function's appreciation for services performed by individuals. Areas of contribution would include service with a conference organizing or program committee.

Award: Certificate.

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

12.6.2.5 Continuous Service Certificate

Contribution: The Continuous Service Certificate is given in recognition of ongoing credible service to any Computer Society activity or program. This certificate is intended to recognize and encourage the ongoing involvement of volunteers in Society programs. The certificate may be given after at least three consecutive full calendar years of continuous service. Service may be within a single role over multiple years, or reflect changes of roles within the Society. This is comparable to multiple Certificates of Appreciation.

Eligibility: All current IEEE Computer Society volunteers.

Nominator: Initial nomination should be from the program or activity leadership, such as an Editor in Chief of a Computer Society journal/magazine, technical committee chair or the vice president responsible for the nominee's area of work. No further endorsements are required, but strong and objectively substantiated evidence should be provided by the nominator.

Administration: Awards Committee approval of the initial certificate followed by annual renewal based on the confirmation of the chair or leader of the associated program. The citation should indicate the general area of contribution so that rotation through various jobs can be recognized in this context as appropriate. For example, "For ongoing volunteer service to the IEEE

Computer Society", and for each year, indicated the area of involvement and role.

Award: Certificate.

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

12.7 ADMINISTRATION OF TECHNICAL COMMITTEE AWARDS

The administration of technical council or technical committee awards shall be described in the *Technical and Conference Activities Handbook.*

12.8 AWARDS TO PAID STAFF MEMBERS

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

12.8.1 Harry Hayman Award for Distinguished Staff Achievement

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

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

Nominator: Anyone can nominate.

Award: Plaque and a $5,000 honorarium. The award shall be presented to a single recipient.

Presentation: At an appropriate function specified by the Society President.

Administration: This award is an exception to general awards practices. Nominees for the award shall be considered and approved by the Society's Executive Committee. Nominations shall be made to the Society's Executive Committee through the president. The Awards Committee will assist in the process.

12.9 AWARDS TO CHAPTERS

The administration of chapter awards shall be described in the *Member and Geographic Activities Board Handbook.*

12.10 GOLDEN CORE MEMBER RECOGNITION

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

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

- Richard E. Merwin Award for Distinguished Service
- Harry Hayman Award for Distinguished Staff Achievement
- T. Michael Elliott Distinguished Service Certificate
- Meritorious Service Certificate
- Outstanding Contribution Certificate

Or must have served in one of the following capacities:

- Board of Governors member
- Executive Committee member
- President
- Editor in Chief with two consecutive terms tenure on the same journal/magazine/letters
- Staff member with five years tenure.

Editors in Chief (EICs) in the last year of their second term of service, or during the year immediately following the end of their second term, are eligible, if their service has resulted in substantial improvements in the quality and standing of their periodicals.

The current vice president for Publications presents to the Awards Committee Chair by 1 November of a calendar year, a proposal supporting the EICs to be considered for Golden Core recognition.

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

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

12.11 IEEE AWARDS COSPONSORED BY THE COMPUTER SOCIETY

The IEEE Computer Society and Hitachi, Ltd. cosponsor an IEEE Technical Field Award, the IEEE Innovation in Societal Infrastructure Award. The Computer Society and the Computer Society of India (CSI) cosponsor an IEEE national society joint award, the CSI-IEEE CS Education Award.

12.11.1 The IEEE Innovation in Societal Infrastructure Award

Contribution: For significant technological achievements and contributions to the establishment, development, and proliferation of innovative societal infrastructure systems through the application of information technology with an emphasis on distributed computing systems

Eligibility: The annual award may be presented to an individual, team, or multiple recipients up to three.

Award: Bronze medal and cash honorarium. Funds for travel to the presentation site, if necessary, will be provided for the awardee. IEEE policy requires that its awards be presented at major IEEE events that are in keeping with the nature of the award and the cited achievement. The International Symposium on Autonomous Decentralized Systems (ISADS), co-sponsored by the IEEE Computer Society, is considered a desirable venue for the presentation of the award, but not necessary.

Administration: The ISI Award is administered by the IEEE. The ISI Award Selection Subcommittee shall solicit candidates and make the preliminary selection. The IEEE Board of Directors shall approve the award recipient.

Funding: The award prize items and other award expenses shall be funded from an endowment contributed by Hitachi, Ltd. The endowment shall be administered by the IEEE Foundation.

12.11.2 The CSI-IEEE CS Education Award

Contribution: For significant contributions to computer science and engineering education. Contributions may include writing influential texts, course materials, or papers on education; inspirational teaching; and innovative development of curriculum or methodology. The contributions can be at the undergraduate or graduate teaching level (BTech, MTech or Ph.D.).

Eligibility: The nominee should be teaching in India, preferably in the last three years.

Award: Certificate and $500 honorarium. The award presentation will be held at the CSI Annual Conference in December or any suitable awards ceremony as decided by the Award Joint Administrative Committee.

Administration: The bi-annual award shall be administered by the Award Joint Administrative Committee composed equally of members from CSI and the IEEE Computer Society and a representative of the IEEE Awards Board. The award recipient shall be selected by a six-member Award Selection Committee composed equally of members from CSI and the IEEE Computer Society. The Award Selection Subcommittee shall solicit candidates and make the preliminary selection. The Award Selection Committee's choice for the award shall be reported to the IEEE Awards Board, the CSI Executive Committee and the IEEE Computer Society Awards Committee for approval.

Funding: The award prize items shall be funded jointly by CSI and the IEEE Computer Society.

SECTION 13 CONSTITUTION & BYLAWS COMMITTEE

13.1   CONSTITUTION   &   BYLAWS COMMITTEE

13.1.1 Duties and Responsibilities

The Constitution & Bylaws Committee shall be responsible for reviewing, evaluating, formulating and recommending changes in the Constitution, Bylaws and *IEEE Computer Society Policies & Procedures Manual* (PPM) of the Society. The committee shall oversee that the current constitution, bylaws, and policies and procedures of the Society are collected and published. The chair, with assistance from the committee, shall evaluate the proposed changes for clarity, proper wording, and consistency with existing articles and sections. With the approval of a majority of the members of the committee, the committee may conduct business by telephone, mail, or other means of correspondence.

13.1.2 Annual Review

The committee shall on an annual basis review the constitution, bylaws, and *IEEE Computer Society Policies & Procedures Manual* for consistency and relevance. It shall also review the applicable IEEE policies and procedures related to technical societies and their activities to ensure the IEEE Computer Society PPM does not conflict. The committee formulates its findings as proposed changes for consideration by the Board of Governors.

13.1.3 Recommendations for Resolution

The committee shall review actions that appear in conflict with the constitution, bylaws, and *IEEE Computer Society Policies & Procedures Manual*. Unless otherwise resolved, a recommendation for resolution shall be brought to the attention of the Board of Governors for action at their next meeting.

13.2 MEMBERSHIP

The president-elect shall chair the Constitution and Bylaws Committee. *Ex officio*, voting members shall include the president and past president. The chair shall appoint additional members of the committee to fulfill the responsibilities of the committee.

SECTION 14 ELECTIONS

14.1 PETITION CANDIDATES

As set forth in Article II of the Society's bylaws, candidates for the Board of Governors and the positions of president-elect, first and second vice-president, may be added to the slate of candidates nominated by the Nominations Committee and approved by the Board of Governors by petition. To add petition candidates, the following procedures shall be followed:

1. The petition candidate shall meet the qualifications and follow the procedures for the office sought as specified by IEEE and IEEE Computer Society bylaws;
2. Petition candidates are referred to Article II of the Society's bylaws regarding the number of signatures required and other regulations to be followed.
3. The petition candidate shall personally notify, in writing or via e-mail, the Society's secretary and assistant secretary of his/her intention to run as a petition candidate, stating the position to be sought. Notification may be sent in the year during which the petition candidate seeks inclusion on the ballot, no sooner than the day after the date on which the Society's Board of Governors approves the slate of candidates for the position sought.
4. Petition "signatures" are submitted according to Article II of the bylaws.
5. Petitions to add nominees to the list of candidates shall be provided to the secretary of the IEEE Computer Society and the chair of the Elections Committee in accordance with the election schedule approved by the Board of Governors for that election year. The secretary shall:

   a. Send the original petition "signatures" by certified mail to the secretary of the IEEE Technical Activities Board for certification of eligibility of the signatories.
   b. Shall keep one copy of the petition until notification is received of the results of the certification process.
   c. Shall notify the president, chair of the Elections Committee, the Society Executive Director and the additional nominee(s) the results of the certification process.

   The Society Executive Director shall complete the processing to ensure that the additional nominee(s) are listed on the ballot.

14.2 ELECTION RESULTS TO BE PUBLISHED

The results of all membership elections are to be published in *Computer* at the earliest possible date including tallies of votes cast.

14.3 ELECTION RESULTS TO BE SENT TO EACH CANDIDATE

The Society Executive Director shall send notice of the election results to each candidate on the ballot within ten calendar days of the close of the election stating both the results and the vote count.

14.4 SOURCE OF NOMINATION DISCLOSURE

Candidates for IEEE Computer Society officers and Board of Governors should not be identified on the ballot by source of nomination.

SECTION 15 FINANCES

15.0 TREASURER AND VICE TREASURER

The treasurer and vice treasurer shall be appointed as described in Article V, Section 1 of the Bylaws. Notwithstanding other provisions of the Bylaws, the president shall appoint the treasurer and vice treasurer to a term of office up to but not exceeding two years.

As stated in Article V, Section 6 of the Bylaws, the treasurer shall be responsible for preparing the Society's annual budget, monitoring its income and expenses, and coordinating with the IEEE on the Society's financial matters including the Society's assets and investments.

The vice treasurer shall be responsible for assisting the treasurer, and chairing meetings of the Finance Committee in the event that the treasurer is unavailable.

15.1 MEMBERSHIP

The Finance Committee is a standing committee of the Board of Governors, charged with recommending financial policy and budgets to the Board. It shall be composed of the treasurer (chair), vice treasurer, the president, president-elect, past president, and the secretary. The Society Executive Director and the appropriate finance and accounting staff member will be *ex officio*, non-voting members of the committee. The vice presidents or their representatives will be *ex officio*, non-voting members of the committee.

15.1.1 Committee Responsibilities

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

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

2. Before the second meeting week, each program Board shall submit a preliminary budget for the following year. In addition, each program board may prepare proposals for budget modifications. These proposals are considered by the Planning Committee as described elsewhere in *IEEE Computer Society Policies and Procedures Manual* Section 18. The findings of the Planning Committee are forwarded to the Finance Committee.

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

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

5. The Finance Committee will prepare a draft recommended budget for circulation to the budget stakeholders **15 days** prior to the IEEE deadline. The Finance Committee will consider any further information or appeals that any of the program boards wish to suggest, meeting in a formal hearing format.

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

7. The final approved budget by the Board of Governors will be sent to the IEEE by the IEEE deadline.

8. The dates defined by the steps listed above may require modification depending on the timing of meetings and the IEEE budget cycle. The actual dates for any given year will be determined by approval of the annual planning calendar prepared by the Planning Committee.

15.1.2 Budget Monitoring

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

15.13 Budget Modifications

All proposals resulting in full-year equivalent budget modifications of over $100,000, including new staff positions, must be presented to the Finance Committee prior to presentation to the Board of Governors for approval. It shall be the responsibility of the Finance

Committee to make recommendations to the Board of Governors on such proposals. Budget modifications falling below the $100,000 threshold may be approved by the Finance Committee.

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

15.1.6 Meeting Scheduling

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

15.2 BUDGET DEVELOPMENT

15.2.1 Fiscal Year

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

15.2.2 Expenditure Approval within the Approved Base Budget

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

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

15.2.3 Expenditure Approval in Excess of the Approved Budget

Incremental expenditures for specific account number items which cause the total amount spent for those items to exceed the budgeted amount, may be

approved by the following parties until the cumulative totals indicated are reached:

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

President -- $10,000 or less per operating or capital budget line item up to a cumulative total of 2.5% of the approved base budget.

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

15.2.4 Financial Exigency

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

15.2.5 Board Action

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

15.2.6 Budget Publication

The *Agenda Book* for each meeting of the Board should contain a budget report by the treasurer that includes the approved base budget or the amended budget for the current year, so labeled. The *Agenda Book* for meeting 1 should also include the amended budget and the current forecast for the prior year. The

budgets in the agenda books for subsequent meetings should include the forecast for the current year. The treasurer's report should include a summary of changes since the last budget was distributed, and a summary of spending actions constituting amendments to the budget by the Executive Committee and the president.

15.2.7 Financial and Budgetary Guidelines and Targets

Over the long term, the IEEE Computer Society should operate at levels which produce sufficient surpluses to maintain its reserves at levels which will ensure its continued financial health. Annual operating budgets should be consistent with this long-term objective. Reserves should be maintained to provide for the financial security of the Society, to provide increased or new member services, to fund special projects, to provide initial start-up funding for new programs, to acquire capital equipment needed for the conduct of the Society's programs, and to protect the Society from short-term financial exigencies.

Each year the Finance Committee should recommend and the Board of Governors should adopt an operating budget with a minimum budgeted surplus of $500,000.

15.3 TRAVEL REGULATIONS

15.3.1 Permission to Travel Using Society Funds

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

15.3.2 Staff Travel

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

15.3.3 Permissible Charges

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

rental car is more economical than travel by common carrier.

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

Allowable room charges are those which would be incurred by a prudent traveler. Food and beverage charges, including tips, in excess of $25 **per transaction must** be accompanied by original receipts and justification.

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

15.3.4 Travel Expense Accounting – Procedure for Reimbursement

The request for reimbursement form submitted to the appropriate finance and accounting staff member must account for all monies expended on travel. If prior approval for travel has not been obtained, the reimbursement form must be approved by the responsible vice president or other officer. Travel expense accounting shall be filed within 45 days of the completion of the travel. The appropriate finance and accounting staff member is responsible for assuring that travel expenses are within Society policy before authorizing reimbursement unless specific exceptions have been approved. The appropriate finance and accounting staff member is responsible for seeing that appropriate documentation of expenses is provided by travelers requesting reimbursement.

15.4 TREASURER

15.4.1 Disbursement of Society Funds

The treasurer is responsible for monitoring all Society assets in keeping with Society policy.

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

are recorded and reported in monthly financial statements to the treasurer and other volunteer leaders, as appropriate.

15.4.2 Reports

The treasurer must monitor the receipt and expenditure of all Society funds and at each board meeting report the status of such funds to the Executive Committee, Finance Committee and Board of Governors.

15.5 FINANCIAL ADMINISTRATION

15.5.1 Financial Operation

Financial operation is performed in accordance with the policies of the IEEE.

SECTION 16 SOCIETY FELLOW EVALUATING COMMITTEE

16.1 MEMBERSHIP

The Fellow Evaluating Committee (FEC) chair shall be appointed by the Board of Governors upon recommendation of the president-elect for a one-year term. Chairs shall not serve for more than two consecutive terms, where each term is one year. Vice chairs shall be appointed by the Board of Governors upon recommendation of the president-elect and in consultation with the FEC chair. The number of vice chairs should be approximately equal to the average number of received nominees the past three years divided by 15. Each vice chair shall not serve for more than three consecutive terms, where each term is one year. The chair and vice chairs over the years shall be chosen from different technical areas in the Computer Society's fields of interest, and shall represent a diversity of geographic regions, gender, and employers. The chair shall determine the number of committee members required to meet IEEE requirements for Fellows evaluations. Each nominee shall receive at least five evaluations, as per the *IEEE Fellow Committee Operations Manual*. Each Society evaluator will be asked to evaluate approximately eight nominees.

All members of the FEC, including the chair and vice chairs, shall be active IEEE Fellows and Computer Society members. Additional eligibility requirements for FEC chairs, vice chairs, and members are specified in the *IEEE Fellow Committee Operations Manual*, see §9.5.5.1 and §9.5.6.1.

16.1.1 Appointment of Committee Members

The chair, in consultation with the vice chairs, shall start the selection and appointment process of the members of the committee no later than October and complete the process no later than 31 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. Members shall not serve for more than three consecutive terms, where each term is one year. By 31 January, the president shall provide the IEEE Fellow Chair and IEEE Fellow Activities staff the name of the chair and the complete FEC roster.

16.1.2 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.

16.1.3 Balance of Background

Members of the committee should have a diverse background of experience so that candidates in all Fellow nomination categories (Application Engineer/Practitioner, Educator, Research/Scientist, Technical Leader) may be fairly evaluated.

16.1.4 Length of Service

No member of the committee, including the chair and vice chairs, shall serve for more than five consecutive years, regardless of the position held.

16.2 RESPONSIBILITIES

As specified in the IEEE Fellow Committee governing documents, the goal of the Society FEC is to provide the IEEE Fellow Committee with a critical technical evaluation and an assessment of the degree of qualification of Nominees referred to that Society by the nominator. This evaluation shall be performed by the Society FEC by completing the Society Evaluation Form.

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 FEC 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 FEC members do not receive the Fellow Grade Reference Forms completed by the referees. These forms are viewed by the IEEE Fellow Committee only.

16.2.2 Responsibilities of Chair

The chair and vice chairs shall be responsible for assigning committee members to evaluate nominations in their areas of technical expertise and experience. The chair shall not perform evaluation nor

score nominees, but vice chairs are allowed to perform evaluation and score nominees. The chair shall conduct a meeting of the vice chairs in Executive Session to review the initial ranking of all candidates. The initial ranking and scores of all nominees should be shared with all evaluators to compensate for the fact that each evaluator assesses only a small percentage of nominees. The goal would not be to get a formal approval from the evaluators, but to give an opportunity to evaluators to flag potential mistakes or clarify disagreements so that chair and vice chairs could decide if additional evaluations for individual candidates may be needed. The vice chairs should take into account the comments of evaluators but the final decision on scores and ranking rests with the vice chairs. With the approval (simple majority) of the vice chairs, the numerical score and ranking of a nominee can be changed.

The chair shall submit the vice chair approved final ranking and evaluations to the IEEE Fellow Committee by the deadline specified by the Fellow Committee (typically, mid-June). The scoring program shall then automatically forward the submitted forms to all evaluators.

16.3 COMMITTEE CALENDAR

Each year the chair and vice chairs shall determine the calendar of FEC 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 FEC.

Recommended Fellow Evaluation Process Calendar

July - August	Board of Governors approves chair and vice chair appointments upon the recommendation of the president-elect.
September	Chair receives committee guidelines and IEEE Computer Society PPM section from Society staff.
September	Identification of potential committee members is started by chair and vice chairs.
October	Invitations to committee members are 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. President reports the name of the chair and the full list of

	FEC members to the IEEE Fellow Chair and IEEE Fellow Activities staff.
1 March, midnight ET	Nominations due to IEEE Fellow Committee.
Mid March	All nominations are made available to the Society FECs, and assignments of nominations to evaluators can start.
Early-to-mid April	Chair and vice chairs can start assigning nominations to committee members.
Mid-to-late May	Evaluations completed by committee members. Vice chairs review the evaluations for completeness and consistency, create the initial rank and score of candidates, and share it with evaluators for feedback.
	Chair and vice chairs meet in executive session to review initial ranking of candidates. Vice chairs evaluate feedback of evaluators, finalize rank and scores of nominees, and approve it by simple majority
Mid June	The vice chair approved final rankings and evaluations are submitted to IEEE Fellow Committee by chair.

SECTION 17 NOMINATIONS COMMITTEE

17.1 DUTIES

The duties of the Nominations Committee shall include providing nominees to the Board of Governors for Board positions, Society offices of president-elect, first vice president, second vice president, ombudsman, secretary, and the IEEE division delegate-director-elect. The Nominations Committee also provides nominees to the Board of Governors for the Audit Committee and the Board-elected member of the Nominations Committee, and the annual solicitation of names of potential candidates to be considered by the IEEE nominations and appointments committees and boards. The IEEE Computer Society is committed to equality of opportunity and recognizes that its technical and professional interests are best served when a broad spectrum of backgrounds and talent is brought to bear upon its activities. It is the duty of the Nominations Committee to strive for slates of candidates that represent the diversity of the Society.

17.2 ELECTION OF COMMITTEE MEMBERS

The members of this committee are selected/appointed according to the procedure specified in Article XII, Section 11 of the bylaws. All members should be selected on or before 1 January of the year in which they will serve.

17.3 BOARD OF GOVERNORS AND OFFICERS

The Nominations Committee shall make its nominations for Board of Governors positions and the officer positions of president-elect, first vice president and second vice president as set forth in Article II of the bylaws. When vacancies occur on the Board of Governors, the Nominations Committee also shall provide to the Board nominees to fill these vacancies at the earliest possible date. To avoid potential conflict of interest, a person should not serve as a franchised member of the BoG and as IEEE division director at the same time.

17.4 DIVISION DELEGATE-DIRECTORS

The Nominations Committee shall make its recommendations for IEEE division delegate-director-elect candidates to the Board of Governors no later than four weeks before the Board's first meeting of the calendar year in which the candidates are to be elected.

17.5 OTHER NOMINATIONS

The Nominations Committee shall provide nominees for the offices of Ombudsman, Secretary, Audit Committee members and the Board-elected member of the Nominations Committee to the BoG at the Board's last meeting of the calendar year prior to the year in which these candidates will serve.

17.6 BOARD CANDIDATE REQUIREMENTS

The Nominations Committee shall make all potential Board candidates aware of the travel requirements prior to soliciting their willingness to serve.

SECTION 18 PLANNING COMMITTEE

18.1 PLANNING COMMITTEE

The Planning Committee shall be responsible for proposing strategic direction for the Society. The Planning Committee shall propose strategic goals, measurable objectives, and measurable outcomes. The Planning Committee shall provide an annual report to the Board of Governors evaluating progress toward strategic goals and recommending appropriate changes to goals, objectives, outcomes, and measurements.

18.2 MEMBERSHIP

The president-elect shall chair the Planning Committee. The Society Executive Director shall be an *ex officio*, non-voting member of this committee. Additional *ex officio,* voting, members shall include the president, past president, first vice president, second vice president, treasurer, secretary, and chairs of each program board. Additional members of the executive staff and representatives of relevant program boards and committees may be appointed by the chair as non-voting members.

18.3 DUTIES AND RESPONSIBILITIES

The Planning Committee shall:

1. Assist leadership in formulating, advancing, and communicating a vision for the future to IEEE and IEEE Computer Society membership.
2. Establish strategic priorities.
3. Maintain the IEEE Computer Society strategic planning process.
4. Identify measurable objectives and measurable outcomes and evaluate them annually.
5. Identify activities for meeting objectives and seek direction by the Board of Governors, as necessary, regarding the activities.
6. Review the strategic plan on a continual basis and provide recommendations to the Board of Governors for modifications on an annual basis.
7. Provide feedback and counsel to program boards, committees, and operations with respect to each group's priorities and goals.
8. Work with the Finance Committee to ensure a rational linkage between strategic priorities and financial planning and budgeting.
9. Review all Computer Society Products and Services no less frequently than every three years; and, make a recommendation to the affected Program Board Vice President, the President and

the Board of Governors to continue or discontinue the reviewed Products and/or Services.

18.3.1 Planning Committee Handbook

The Planning Committee shall create and maintain a *Strategic Planning Handbook* that sets forth detailed procedures for the Society's strategic planning process. This manual will be the primary means of ensuring consistency and continuity in the planning process. The Planning Committee may modify its procedures without Board of Governors approval provided that its procedures are consistent with these policies and procedures and with applicable policies and procedures of the IEEE. The Planning Committee Chair is responsible for seeing that a copy of the current handbook is made available to each member of the Planning Committee and the Board of Governors at the beginning of each calendar year.

SECTION 19 HISTORY COMMITTEE

19.1 IEEE COMPUTER SOCIETY HISTORY COMMITTEE

The History Committee shall be responsible for assisting existing Society, institute, national and international organizations in preserving and documenting the history of computing, with particular attention to the history of the IEEE Computer Society.

Within the responsibilities of the History Committee shall be:

1. Collecting, maintaining, and publishing basic quantitative data on the IEEE Computer Society's efforts.

2. Publishing articles and books dealing with the historical aspects of the IEEE Computer Society and encouraging similar activity on the part of others.

3. Gathering, organizing, and maintaining the IEEE Computer Society archives.

4. Maintaining liaisons with, and working through, existing IEEE Computer Society, IEEE, national and international organizations to identify, collect, and preserve the history of computing throughout the world.

19.2 MEMBERSHIP

The chair of the History Committee shall be appointed by the President of the IEEE Computer Society.

Members-at-large of the History Committee will be appointed by the chair, and will be chosen so as to fulfill the responsibilities of the committee.

Members shall be appointed to provide liaison with IEEE Computer Society, IEEE, national, and international history of computing organizations.

Ex-officio members: The editor in chief of the *IEEE Annals of the History of Computing* shall be an *ex officio* member of the History Committee.

19.3 LIAISONS

The History Committee shall maintain liaisons with:

1. The IEEE History Committee.

2. The IEEE Center for the History of Electrical Engineering.

3. The IEEE Computer Society Awards Committee (and especially the Computer Pioneer Award Subcommittee).

4. IFIP Working Group 9.7, History of Computing.

5. Museums, archives, and organizations with interests in the history of computing as appropriate.

19.4 ACTIVITIES

1. The History Committee shall identify historical events that it recommends be honored by the IEEE Computer Society.

2. As part of its ongoing activities, the History Committee may determine that appropriate deserving historical figures should be honored by the Committee Society. In such cases, the chairperson of the History Committee shall forward such names together with its recommendations to the IEEE Computer Society Awards Committee for consideration.

3. The History Committee shall work with the Editorial Board of the *IEEE Annals of the History of Computing* to review and recommend policies and procedures of the magazine in fulfilling the mission of collecting, preserving, and publicizing the history of computing. This advisory activity shall not supersede the responsibilities of the Editorial Board, or the IEEE Computer Society Publications Board, in managing the day-to-day publication and production of the magazine.

SECTION 20 HUMAN RESOURCES POLICIES

20.1 HUMAN RESOURCES POLICIES

The human resources operations of the Society shall be governed by the applicable bylaws, policies, and procedures of the IEEE. Nothing in this document shall be construed as taking precedence over those basic documents.

20.2 STAFF ORGANIZATION

20.2.1 Staffing Plan

The Society Executive Director shall develop and maintain a staffing plan for the total staff operation of the Society. It shall take into account the evolving needs of the Society, changing patterns of responsibility, and budgetary constraints. The Society Executive Director's plan shall have the goal of balancing workload demands of management and volunteers against available resources. The plan shall be reported to the Executive Committee annually. The Board of Governors shall approve the budget for staff support.

20.2.2 Modifications to the Staffing Plan

The Society Executive Director is authorized to make changes to the staffing plan, providing that such changes may be accomplished within the operating budget for staff support as approved by the Board of Governors.   All such changes shall be explicitly reported to the Executive Committee at its next regular meeting following the implementation of the change.

SECTION 21 INTERSOCIETY COOPERATION COMMITTEE

21.1 PURPOSE OF THE COMMITTEE

To encourage, develop, maintain, and evaluate relationships between the IEEE Computer Society and other organizations with similar or related interests, for the purpose of benefiting the members of the IEEE Computer Society and the profession.

21.2 SCOPE

The Intersociety Cooperation Committee, a committee of the Board of Governors, interacts and may establish formal relations with entities within the IEEE and other national and international professional and scientific organizations that have missions in the fields of interest of the Computer Society. The ICC coordinates related relationship policies on behalf of the Computer Society, with the appropriate vice presidents, representatives to external organizations, and other volunteer leaders of the Society. The ICC acts as a catalyst for cooperative activities that are agreeable to the responsible program boards and committees of the Society

21.3 MEMBERSHIP

21.3.1 The Committee shall consist of the past president as chair, president, president-elect, and the subcommittee chairs. The Society Executive Director shall be the liaison to the ICC, and with other appropriate staff members shall be *ex officio*, non-voting members of the committee.

21.4 REGIONAL OR COUNTRY INITIATIVES COMMITTEES

21.4.1 The Intersociety Cooperation Committee may create subcommittees to undertake special projects and initiatives involving computing-related areas of interest, or with countries or regions of the world. The chairs of such subcommittees shall be appointed by the chair of the Intersociety Cooperation Committee. The members of such subcommittees shall be appointed by their respective subcommittee chairs. The Intersociety Cooperation Committee shall propose budgets for such subcommittees, if required, through the Society's normal budget development process.

21.5 CATEGORIES OF RELATIONSHIPS

The Computer Society establishes and maintains relationships with a variety of societies and organizations. These are categorized as 1) Intersociety relationships, 2) Sister Society Associate relationships, and 3) Organization relationships. A complete and up-to-date list of each of these, including relevant terms of the relationship, shall be posted on the Computer Society website. The terms and conditions of each of these relationships are defined in memoranda of understanding (MOU) or other documents agreed to by both parties in a relationship.

Intersociety Relationships: These may be established between the Computer Society and other professional organizations whose purpose and activities complement those of the Computer Society.

Sister Society Associate Relationships: These are relationships in which the Computer Society provides, for a negotiated fee, bundled products and/or services to individual members of the Sister Society, as defined in a Sister Society Associate Relationship MOU. Individual members of Sister Societies who participate in such a relationship with the Computer Society are designated as Sister Society Associates. Sister Society Associates are not member of the IEEE or the Computer Society unless they fulfill the IEEE and/or Computer Society member requirements defined in appropriate IEEE and CS governance documents.

Organization Relationships: These are developed to support the IEEE Computer Society's mission, perhaps with the Computer Society acting as a founding member, or as an active participant in the governance of such an organization. If a financial obligation to participate is required, documents defining the nature of the participation require approval of the Computer Society Board of Governors. Computer Society representatives to such societies shall be appointed as described in Section 23 of the PPM.

21.6 OPERATIONS

21.6.1 The Society's representatives to societies with which it has relationships described in Section 21.5 shall make regular informational reports to the ICC.

21.6.2 The ICC shall periodically review its relationships with other societies, and shall report to the Board the results of these reviews. Such reviews will be carried out at least every 5 years.

SECTION 22 VOLUNTEER OPERATONS

This section deals with the general case. In the event of conflicts with IEEE or Society policies and procedures, this section is subordinate to policies and procedures approved by the Board of Governors or the IEEE that are applicable to specific entities or specific cases.

22.1 VOLUNTEERS AND VOLUNTEER ENTITIES

Volunteers are defined as individuals who voluntarily undertake responsibilities on behalf of the society and are not employees of the Society. Volunteer entities are defined as individual volunteer positions, committees, subcommittees, and boards created under the auspices of the Society. Volunteers are expected to be familiar with the Society constitution, bylaws, and policies and procedures relevant to their volunteer activities.

Volunteers shall behave in a professional manner, shall conform to the IEEE Code of Ethics, and shall exercise prudence and inform affected parties of potential conflict of interest situations. Volunteers in standards groups may represent particular interests as an integral part of the standards generating process. If volunteers serve in other organizations, they need to exercise due diligence in performing any other role to avoid any conflicts of interest with the mission and objective of the Computer Society.

22.2 CONDUCT OF BUSINESS BY VOLUNTEER ENTITIES

22.2.1 As a volunteer organization, democratic principles and seeking a consensus among the volunteers is important for the health of the Society. Volunteers shall be guided by existing written policies and procedures and follow democratic procedures when altering them.

22.2.2 Volunteer entities, whose procedures for doing business have not been determined by the entity that created them, should codify and adopt their own procedures for exercising their powers, provided the procedures do not conflict with higher level policies and procedures. For entities lacking a policy or procedure for conducting business, and for the handling of situations that are neither covered by their procedures nor by procedures specified elsewhere by the Society, the default procedure is to use *Robert's Rules of Order.* If powers are granted to an entity as a body of members as opposed to powers held by a single individual, then that entity must maintain a record such as minutes that indicate actions authorized and powers delegated by the entity.

22.2.3 To improve upon the operation of the entities of the Society, the presiding officer may choose to place routine action items for which there appears to be consensus onto a "consent agenda." In order that the entity may give each issue full consideration, the consent agenda may only contain items distributed prior to a meeting. Items may not be added to the consent agenda at the time of the meeting. Any member of the entity may request that any item be removed from the consent agenda. Removal of an action item requires the request of only one member, is not debatable, and does not require a vote of the entity. All items listed on the consent agenda are approved upon approval of the consent agenda. The consent agenda shall be considered first, and the overall agenda shall be considered after approval of the consent agenda.

22.3 DOCUMENTS

The chair of each entity should provide for an orderly transfer of responsibility to the successor. Organizational continuity should be provided by maintaining and passing on documents to successors. Such documents should include job descriptions and resources available.

SECTION 23 SOCIETY REPRESENTATIVES

23.1 TERMS

Society Representative: a volunteer member who has been appointed by the Computer Society Executive Committee to represent the Society to an organization external to the IEEE, or to any IEEE Council, IEEE Technical Committee or IEEE Technical Community. The term "organization", when used in subsequent sections about Society Representatives, shall include external organizations, IEEE Councils, IEEE Technical Committees and IEEE Technical Communities.

A Society Representative shall be a member of the Computer Society.

External Liaison: a volunteer who serves as a liaison between a Computer Society Board or committee and an external organization, acting solely as an information conduit.

An External Liaison is not a Society Representative.

23.2 AUTHORITY RESERVED TO STAFF

Computer Society staff is responsible for negotiating any business or legal agreements with other organizations, IEEE Councils, IEEE Technical Committees or IEEE Technical Communities. The staff negotiates agreements consistent with the strategic and financial direction set by the Computer Society Board of Governors and its Executive Committee.

No board, committee, or other organization within the Computer Society may develop an agreement for the Society without the participation of a Computer Society staff member. Signing authority on behalf of the Computer Society for any agreement shall rest with the Executive Director.

23.3 DESIGNATION OF EXTERNAL LIAISONS

Any board, committee, or other organization within the Computer Society is authorized to designate an individual to serve as an External Liaison. The role of the External Liaison is strictly limited to providing for the exchange of information between the Society and the other organization. The existence of an External Liaison does not permit the other organization to make any claims whatsoever regarding Computer Society participation or membership in the organization, or regarding endorsement of its work.

23.4 DESIGNATION OF SOCIETY REPRESENTATIVES

A request to establish a new Society Representative position shall be considered by the Executive Committee to determine the appropriateness of the relationship, appoint the person who will serve as the Society Representative, and determine the Owning Board/Committee (OBC).

A Society Representative shall be a member or designee of the OBC.

Before an individual can serve as a Society Representative, the OBC shall consider possible conflicts of interest that the person may have with respect to the activities of the specific organization to which the Society Representative would represent the Computer Society.

Society Representatives serve at the pleasure of the Executive Committee.

23.5 CONFLICT OF INTEREST

The Society Representative shall act in the best interest of the Computer Society at all times.

The Society Representative shall represent only the Computer Society and no other entity to the organization for which that person is serving as Society Representative. In the event that a conflict of interest arises between the interest of the Computer Society and the Society Representative's other interests, the Society Representative shall immediately recuse himself or herself and report the conflict back to the OBC for action. Duty to the Computer Society takes priority, and this is met as a result of the recusal. Examples of conflict might include responsibilities to the Society Representative's employer, or other duties to the organization that are unrelated to the Computer Society's interests.

23.6 DUTIES OF THE SOCIETY REPRESENTATIVE

The Society Representative should help shape the views of the Society and be guided by them.
In doing so, the Society Representative should refer to documented Computer Society objectives or positions wherever possible, and should encourage the Computer Society to develop and document relevant objectives or positions where they do not exist.

The Society Representative shall provide regular reports, at least annually, to the OBC that include:

a) The OBC's objectives and guidance for the Society Representative.
b) A summary of the Society Representative's significant positions, actions taken, and accomplishments.
c) Results achieved in the organization, including a summary of points of agreement and disagreement.
d) A summary of any issues, if any, for which the Society Representative recused himself or herself.
e) A summary of the Society Representative's future plans related to the organization.
f) A summary of the future activities and plans established by the organization.
g) Requests for guidance with respect to participation in the organization, when appropriate.
h) Identification of any other individuals who participate in or support the Society Representative.
i) Reporting new officer positions held and/or other services provided for the organization.

23.7 DUTIES OF THE OWNING BOARD/COMMITTEE

The OBC is responsible for ensuring that positions taken by a Society Representative represent the views of the Society.

The OBC should develop and document relevant objectives or guidance for the Society Representative.

The OBC, having responsibility for providing oversight to a Society Representative, shall identify other boards, committees and organizations within the Computer Society that would have an interest in positions taken by the Society Representative under the OBC's responsibility. The OBC shall develop liaison relationships with those other committees and shall keep them informed on positions taken by the Society Representative.

The OBC shall establish report deadlines for Society Representatives.

The OBC shall implement annual reviews of organizational relationships. Reviews shall document the effectiveness and value of maintaining the Computer Society's involvement. Annual reviews shall serve as the bases for consideration of continuing relationships in their existing format, making changes, or discontinuing the relationships.

The OBC shall provide annual reports to the Computer Society Executive Committee on the status of Society Representatives.

If an OBC ceases to function as an OBC, the Executive Committee shall act as the OBC until it designates another OBC.

23.8 DUTIES OF THE EXECUTIVE COMMITTEE

The Computer Society shall maintain a list of all Society Representatives on the Computer Society web site. The web site shall permit users to submit comments about Society Representative activities to Computer Society staff who will direct them to the Executive Committee for further consideration or action.

The Computer Society Executive Committee shall review at least annually, the list and appointments of Society Representatives and, as appropriate, drop Representative positions, create new Representative positions, or change the persons appointed as Representatives.

SECTION 24 OMBUDSMAN

24.1 OMBUDSMAN

The ombudsman should be a standing post. A volunteer should be selected by the Board of Governors each year to fill the position. The ombudsman should report to the Executive Committee but is not a member of the Executive Committee. The ombudsman has direct access to the Board of Governors with respect to any unusual or otherwise important complaints that are not readily rectified, except that this will not apply to those portions of IEEE Computer Society operations where procedures for appeal already exist

24.2 DUTIES AND RESPONSIBILITIES

24.2.1 A copy of all IEEE Computer Society-related complaints received by the IEEE or IEEE Computer Society should be sent to the ombudsman. A standard form could be generated that indicates: the name/address of the member, the nature of the complaint, and the action instigated to rectify the problem. The ombudsman would not normally be involved with normal non-fulfillment complaints, except to receive a copy of the form.

24.2.2 The ombudsman's address and purpose are sent out with all new membership applications (printed on the back of the IEEE Computer Society member application form). Members who do not receive the proper response for processing of their membership, and do not begin to receive publications in the time they expect, are invited to contact the ombudsman.

24.2.3 A brief notice, giving the address and purpose of the ombudsman, as a service to members, is published in each issue of *Computer*. A longer notice is published in *Computer* once a year, preferably in the months just after the memberships are renewed when most complaints are likely to be made. The ombudsman's address should be given as a c/o address to the IEEE Computer Society office to avoid reprinting costs each year if the ombudsman changes.

24.2.4 Members are invited to write directly to the ombudsman if they have reason to believe their original complaint has not received the attention it deserves. The ombudsman is responsible for:

a. immediately acknowledging receipt of the complaint

b. investigating the nature of the complaint and investigating whatever action is necessary to rectify the problem

c. responding to the member with details of the actions taken and inviting he/she to correspond further if either this action does not solve the problem or if he/she still remains dissatisfied.

24.2.5 The ombudsman should provide an annual report to the Executive Committee for inclusion in the end of year Agenda Book report.

SECTION 25 PRESIDENT EMERITUS

25.1 TITLE

An individual who has completed a term of president of the Computer Society may refer to themselves in correspondence and other communication as "Computer Society President Emeritus" or "Computer Society President Emerita."

25.2 PAST PRESIDENT

The title "Past President" shall be used only by the person who has just completed their term as Computer Society President, after which that Past President may use the term "President Emeritus" or "President Emerita".

The title "President Emeritus" or "President Emerita" confers no special authority, powers, or rights.

SECTION 26 INDUSTRY ADVISORY BOARD

26.1 PURPOSE AND SCOPE

The Industry Advisory Board (IAB) is an external advisory body that provides guidance and review of the Society's engagement with industry, formed in accordance with Article XII of the Bylaws.

The purpose of the IAB is to help the Society build its relevance to industry, by serving as an advisory body to guide the development of Society products and services relevant to the industrial audience and by reviewing the Society's plans that engage industry. The IAB will also assist in the dissemination of the Society's information to industry and help the Society obtain support from the industrial sector.

26.2 MEMBERSHIP

26.2.1 Qualifications

IAB members must be committed industrialists who lead computer technology conceptualization, development, deployment, evaluation, adoption, and phaseout. The IAB will maintain a membership drawn from diverse backgrounds including corporate technology executives, entrepreneurs, industry researchers, and computing professionals. The IAB membership will reflect the global nature of the information technology industry.

IAB members cannot be current members of the Board of Governors, with the exceptions noted in Section 26.2.3.

26.2.2 Selection Process

Any member of the IAB can sponsor a nomination for membership. Calls for nominations will be made when IAB membership falls below 15 persons, or if the group agrees to expand the population. Nominations will be accepted throughout the year.

One month prior to a scheduled IAB meeting, all nominees must submit a two-page biography to the IAB to enable consideration of the nomination.

Membership will be determined by vote of the current IAB membership. Voting on nominations may occur electronically. In order for a motion to pass under either procedure, the number of ballots received by the secretary must be equal to a majority (greater than 50%) of the number of franchised members of the IAB, and the number of affirmative ballots must be a majority of the ballots cast.

26.2.3 Society Representatives

The President and the Executive Director will be non-voting members of the IAB. This will provide a direct link between the IAB and the Society governing body.

26.2.4 Term Limits and Participation

There is no term limit for IAB participation. Members must actively participate to help guide and develop Society products and services. To remain active, members must participate in at least one meeting per year.

26.3 ORGANIZATION

26.3.1 Chair

The IAB Chair shall be elected by a majority of its voting members. The Chair shall serve a term of two (2) years. The Chair shall: (a) work with the Society President and Executive Director to obtain agreement on topics and issues to be addressed by the IAB; (b) establish the agenda for regular meetings; (c) facilitate IAB meetings and discussions; (d) ensure that results of IAB activities are communicated to the Society; and (e) report annually to the Board of Governors on the activities of the IAB.

26.3.2 Secretariat

The Society shall provide an IAB Secretariat function. The Secretariat shall: (a) assist the Chair in the organization and scheduling of meetings; (b) record and publish minutes of each meeting; (c) create and maintain the IAB membership roster; and (d) be responsible for the management and distribution of IAB documentation.

26.3.3 Subcommittees

The IAB may form subcommittees, which have assigned tasks in specific areas. The composition, charter, and terms of service associated with IAB subcommittees will be determined by majority consensus of IAB voting members. Each subcommittee chair shall serve for a term not to exceed two years.

26.4 OPERATING PROCEDURES

26.4.1 Topics and Agenda

The IAB will operate by developing advice and recommendations to the Society on selected topics of interest. These topics will be Society current needs

and/or IAB areas of interest. Thus, topics will be identified in one of two ways:

(1) The IAB originates an idea and develops a recommended course of action for the Society (e.g., recommendation for a new product or service offering), or

(2) The Society brings ideas and topics to the IAB for review and comment (e.g., draft Society strategic plans).

In either case, the IAB and the Executive Committee will jointly agree on the topics or ideas to be developed because it is important that the areas selected are both of interest to the IAB and potentially of significant value to the Society. It is anticipated that the IAB will provide recommendations on two to three topics annually.

Final recommendations in a topic area will be reviewed by all IAB members, and both majority and minority (if there is no consensus) opinions will be communicated to the Society.

26.4.2 Meetings

The IAB shall hold regular meetings two times annually. The Chair may organize special meetings if necessary to address special topics of a time-critical nature. It is anticipated that subcommittees may hold additional meetings (in addition to electronic collaboration) to develop draft recommendations. The IAB members' organizations shall support the cost of member attendance.

SECTION 27 RESEARCH ADVISORY BOARD

27.1 PURPOSE AND SCOPE

The Research Advisory Board (RAB) is an external advisory body that provides guidance and review of the Society's engagement with the research community, formed in accordance with Article XII of the Bylaws.

The purpose of the RAB is to help the Society build its relevance to researchers in computer science, computer engineering, and related fields, by serving as an advisory body to guide the development of Society products and services relevant to the research audience and by reviewing the Society's plans that engage researchers. The RAB will also assist in the dissemination of the Society's information and help the Society increase mindshare within the academic community.

27.2 MEMBERSHIP AND ORGANIZATION

27.2.1 Membership Qualifications

RAB members must be committed researchers who lead in the creation of new knowledge and technologies related to computer hardware, software, and systems. The RAB will maintain a membership drawn from diverse backgrounds including both academic and industry researchers. The RAB membership will reflect the global nature of the computing research community.

The majority of RAB members cannot be current members of the Board of Governors.

27.2.2 Selection Process

Any member of the RAB can sponsor a nomination for membership. Calls for nominations will be made when RAB membership falls below seven persons, or if the group agrees to expand the population. Nominations will be accepted throughout the year.

One month prior to a scheduled RAB meeting, all nominees must submit a two-page biography to the RAB to enable consideration of the nomination.

Membership will be determined by vote of the current RAB membership. Voting on nominations may occur electronically. In order for a motion to pass under either procedure, the number of ballots received by the secretary must be equal to a majority (greater than 50%) of the number of franchised members of the RAB, and the number of affirmative ballots must be a majority of the ballots cast.

27.2.3 Society Representation

The Society President and the Executive Director will be non-voting members of the RAB. This will provide a direct link between the RAB and the Society's governing body.

27.2.4 Term of Service and Participation

There is no term limit for RAB participation. Members must actively participate to help guide and develop the future of the Society and its products and services. RAB members must attend 50% of the scheduled meetings per year and they must endeavor to participate in at least one in-person meeting per year.

27.3 ORGANIZATION

27.3.1 RAB Chair

The RAB Chair shall be elected by a majority of its voting members (excluding Society Representatives). The Chair shall serve a term of three years. The Chair shall: (a) work with the Society leadership to obtain agreement on topics and issues to be addressed by the RAB; (b) establish the agenda for regular meetings; (c) facilitate RAB meetings and discussions; (d) ensure that results of RAB activities are communicated to the Society; and (e) report annually to the Board of Governors on the activities of the RAB.

27.3.2 Secretariat

The Society shall provide an RAB Secretariat function. The Secretariat shall: (a) assist the Chair in the organization and scheduling of meetings; (b) record and publish minutes of each meeting; (c) create and maintain the RAB membership roster; and (d) be responsible for the management and distribution of RAB documentation.

27.4 OPERATING PROCEDURES

27.4.1 Topics and Agenda

The RAB will operate by developing advice and recommendations to the Society on selected topics of interest. These topics will be Society current needs and/or RAB areas of interest. Thus, topics will be identified in one of two ways:

(1) The RAB originates an idea and develops a recommended course of action for the Society (e.g., recommendation for a new product or service offering), or

(2) The Society brings ideas and topics to the RAB for review and comment (e.g., draft Society strategic plans).

In either case, the RAB and the Society leadership will jointly agree on the topics or ideas to be developed because it is important that the areas selected are both of interest to the RAB and potentially of significant value to the Society. It is anticipated that the RAB will provide recommendations on two to three topics annually.

Final recommendations in a topic area will be reviewed by all RAB and both majority and minority (if there is no consensus) opinions will be communicated to the Society leadership.

27.4.2 Informing Program Policy

While the RAB cannot create legally binding policies for the Society, it provides advice on policies that provide direction and support for the program staff.

27.4.3 Planning and Implementing Public Relations

The RAB, which includes influential industry, academic and government leaders, will, on occasion, promote Society products and services, mission, and core vision. The RAB provides advice and advocacy to ensure Society program vitality.

27.4.4 Meetings

The RAB shall hold at least one in-person meeting per year. In addition, the Chair will organize virtual meetings as needed to maintain ongoing dialog around key initiatives.

27.4.5 Reporting

The RAB Chair shall deliver a summary report on RAB activities to the Society Board of Governors annually.

27.4.6 Confidentiality

To fulfill its purpose, the RAB must receive information proprietary to the Society, including advanced plans and strategies. The RAB shall hold such information in the strictest confidence and shall not disseminate such information without the expressed consent of the Executive Committee. The Society shall clearly identify any proprietary or other sensitive information that is disclosed to the RAB