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. Afte
r 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

9. Serves as an *ex officio*, non-voting member of the:

    ▪ Member & Geographic Activities Board
    ▪ Professional and Educational Activities Board

    ▪ Publications Board
    ▪ Standards Activities Board
    ▪ Technical & Conference Activities Board
    ▪ History Committee

10. Serves as a point of conflict resolution.

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

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

13. Represents the Society to external organizations.

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

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

16. 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

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

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:

   - 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

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

5.4 ELECTED VICE PRESIDENT

5.4.1 Elected 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.

5.4.3 Position Responsibilities for Elected Vice President:

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

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

2. Ensures that appropriate permanent records are maintained.

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

4. 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

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 community (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 president and executive director shall be *ex officio*, non-voting members. The most recent past vice president for technical and conference activities and a member of the Society's professional staff appointed by the 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 Technical Communities (TCs) 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 budgets as proposed by the TCs 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 review, and vote on approval or rejection of, all requests for a change in CS conference sponsorship from the prior conference instance. Financial co-sponsorship requests must demonstrate a sustained value to the conference community beyond what would be offered with technical co-sponsorship. All new conference co-sponsorship requests must also meet the following criteria to be considered.

Conference Co-sponsorship Criteria:

1. Co-sponsor must be a nonprofit organization with an active and diverse board.
2. Co-sponsor must be an established organization that has been in business for more than five years.
3. Co-sponsor must have existing reserves (at time co-sponsor agreement is approved), that are equal to or more than the co-sponsor's percentage of gross conference expenses plus the full gross expenses of any other programs or products sponsored/owned by the organization, annually. Reserves are funds held aside at all times; and are not included in the organization's annual operating budget.
4. The co-sponsored conference will adhere to all IEEE and IEEE Computer Society policies and procedures, including, but not limited to IEEE CS's administrative fee policy and financial closing and contracting requirements.
5. Co-sponsor must uphold the IEEE Computer Society Commitment to Equity, Diversity, and Inclusion.
6. Co-sponsor must perform all administrative conference responsibilities, including contracting, on a rotating basis, proportionate to co-sponsorship percentage.
7. Co-sponsor must have conference liability insurance of at least $1,000,000 USD to be eligible to co-sponsor conferences with annual operating expenses of $250,000 or less; and at least $3,000,000 of conference liability insurance for conferences with annual operating expenses of more than $251,000.
8. Co-sponsor must also agree to share event cancellation insurance expenses with IEEE to cover losses of shared conference(s) with IEEE. Event cancellation insurance would be built into the conference budgets in all cases.

Special consideration will be given for one-time only conference co-sponsorship agreements with local organizations for conferences outside the US for the purpose of filing VAT.

5. The T&C Board shall establish an effective

interface with other program boards and other activities of the IEEE Computer Society.

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

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

8. 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 TAC shall consist of an elected chair and vice chair, all the chairs of the TCs, and a maximum of four at-large members appointed by the chair with the concurrence of the T&C vice president. The TAC chair and vice 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 non-voting members of the TAC. Subcommittees may be formed at the discretion of the TAC chair.

6.3.1.2 Duties

The TAC shall provide guidance for the technical activities of the Technical Communities (TCs) and shall report such activities to the T&C Board.

1. The TAC shall specify TC vitality criteria, assessment techniques, measurements, and related matters for inclusion in the *Technical & Conference Activities Board Handbook*.

2. 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.

1. 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.

2. 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.

3. 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.

4. 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.).

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 eight 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* non-voting members of the CAC. Subcommittees may be formed at the discretion of the CAC chair.

6.3.2.2 Duties (Conference Activities Committee)

The 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.

5. The CAC chair shall review Co-Sponsorship requests that are made the first time to the Computer Society. In consultation with the appropriate TC chair(s) they will recommend approval or rejection, based on whether there are significant scientific benefits to the Society and its members.

6. The CAC shall review and approve content that has been flagged for review by the IEEE from proceedings produced by the Society that are from conferences not sponsored by the IEEE.

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* non-voting members of the TMRC. Subcommittees may be formed at the discretion of the TMRC chair.

6.3.3.2 Duties

The 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 community.

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 community chair. All new meetings require the approval of the CAC 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 their 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 COMMUNITIES

The IEEE Computer Society shall support technical communities (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 Communities

The purpose of technical communities (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 communities 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.

6.5.4 Technical Community Charters

All Technical Communities are encouraged to create a charter to define the operational procedures unique to each TC. IEEE and Computer Society policies and procedures take precedence to those outlined in TC charters.

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 communities. 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.

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.

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 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 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, performance norms, and terminology. It recommends, evaluates, initiates, and sustains 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 chairs of the three standing committees plus two to four at-large members, one of which should be a Frontiers in Education Conference (FIE) Steering Committee member. All standing committee chairs and the at-large members 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.

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 the CSAB,Inc. and other external organizations.

Members of the PEAB and its committees and boards 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 oversees several standing committees. The chair of each standing committee shall be appointed annually by the vice president for professional and educational activities. Members of the committee shall be appointed by the standing committee chair.

7.3.1 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, Inc. , which represents the IEEE-CS to ABET (Accreditation Board for Engineering and Technology), which is the international 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 and provides policy and direction to ABET through its engagement with CSAB.

7.3.2 Computer Engineering and Science Disciplines Committee

The Computer Engineering and Science Discipline-specific Committee (PEAB-CESD) shall make recommendations to the PEAB regarding programs that serve the computer and systems engineering and computer science communities. PEAB and CESD may establish liaison relationships with relevant technical communities , and standards committees.

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

7.3.3. Professional Education Products Committee

The Professional Education Products Committee (PEPC) shall make recommendations to the PEAB regarding professional development and certification programs, products, and services that serve the computing, computer engineering, and software disciplines. The committee is responsible for reviewing and assessing offerings so they remain current, strategically aligned, and responsive to industry needs.

The PEPC shall evaluate and monitor existing products, including professional education programs, for continued relevance, quality, and market impact. The PEPC shall support Certification Maintenance by advising on renewal requirements, updates to bodies of knowledge, continuing education needs, and alignment with standards. The PEPC may identify and propose new offerings based on emerging technologies, industry trends, workforce needs, and customer feedback.

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 re-justified 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 the vice president's 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. Voting membership shall also include the MGA Board Representative, as elected by MGA Board, and the following members appointed by the vice president: the vice chair for Geographic Activities, vice chair for Awards and Recognition, vice chair for Students and Young Professionals, the vice chair for the Distinguished Visitor Program and up to two additional at-large members. Voting members of MGA must be members of the IEEE Computer Society and shall be encouraged to be members of the IEEE. In addition, the president and executive director 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.

8.1.2 MGA Board Representative

The MGA Board will elect the MGA Board Representative to serve on the Board of Governors as outlined in the bylaws. Each MGA Board Vice Chair may add up to two candidates to the slate for consideration. The candidates must be of Graduate Student Member grade or higher, currently serving on that Vice Chair's committee (or a sub-committee under it), and must have experience serving in MGA Board positions (excluding chapter based roles). Candidates who have previously served on the Board of Governors for a period exceeding six months, in any capacity, are ineligible for this role. The election of the MGA Board Representative shall take place in the final months of the year, with the candidate taking up the position at the start of the new year for the duration of that calendar year. MGA Board may fill a casual vacancy at any time, should one occur. Additional rules and processes may be specified in the *MGA Board Handbook.*

8.2 RESPONSIBILITIES

The MGA shall provide leadership in the Society for member development and member-related activities including member services, programs to support chapters, and such other promotional or retention activities as may be assigned by the Board of Governors, the Executive Committee, or the president. MGA shall actively foster inclusiveness and diversity within the membership and active volunteers under its purview and specifically within its own appointments.

8.3 STANDING COMMITTEES

The membership of each standing committee shall consist of the chair, and a minimum of two additional members who they appoint, in consultation with the vice president for MGA.

The major standing committees shall be Awards and Recognition, Geographic Activities, Distinguished Visitor Program, and Student and Young Professionals. The Chair of each of these committees shall be a Vice Chair of the MGA Board and shall be appointed by the Vice President for MGA. Each Vice Chair of MGA Board has the authority to appoint chairs of the standing committees that report to their committee, in consultation with the Vice President for MGA.

8.3.1 Geographic Activities Committee (GAC)

The Geographic Activities Committee (GAC) shall promote membership activities within the Society, at the student branch chapter, section chapter, student branch, section, regional and international levels. GAC, directly and through its standing committees, shall support and oversee all local chapters of the IEEE Computer Society including chapters within Student Branches, Sections, Councils or Regions. GAC directly and through its standing committees shall authorize and run geographically based membership activities for the society. GAC may also run global membership activities, except for those focused on Students and/or Young Professionals (see SYP).

In addition to the chair, GAC will have a vice chair, a regional coordinator for each geographic region (which may cover one or more IEEE regions), a Student and Young Professionals representative, and up to three general members who will propose and undertake work in a particular portfolio area as agreed with the GAC Chair. The Vice President MGA, chair of SYP, and chair of ARC are *ex-officio* non-voting members of GAC.

8.3.2 Student and Young Professional Activities (SYP) Committee

The Students and Young Professionals (SYP) Committee shall promote membership activities within the Society to specifically address the needs of

students and young professionals. The SYP Committee shall authorize and run global membership activities which are specifically designed for students and / or young professionals. The SYP Committee may also design and recommend activities to address the needs of students and / or young professionals at the local level. The SYP Chair shall represent the Society to the IEEE Students and Young Professionals Affinity Group and shall be the CS representative to the TA committee on Young Professionals. The Chair of SYP shall be an early career professional as defined by IEEE.

8.3.3 Awards and Recognition Committee (ARC)

The Awards and Recognition Committee (ARC) shall be responsible for MGA awards and recognition programs, scholarships, fellowships, contests, member grade recognition and the Distinguished Contributors recognition program. Funding for ARC programs should be allocated from the MGA budget.

8.3.3.1 Distinguished Contributor Recognition

Members, including affiliate members, shall be eligible for recognition as *Distinguished Contributors* to the Computer Society. The criteria for selection as a Distinguished Contributor are a combination of membership requirements, a completed application which is scored using the rubric as described in the *MGA Handbook*, and the final determination by the Distinguished Contributor Committee. Certain members shall be automatically recognized by virtue of IEEE Fellow status, or elevation, and other technical awards they have received. Members may also be designated as Distinguished Contributors based on their appointment as a Distinguished Visitor and recommendation of the Distinguished Visitor Program. There shall be a limit on the fraction of membership that can be recognized through the committee in a given year.

8.3.3.1.2 Distinguished Contributor Program Committee

The Distinguished Contributor Program (DCP) Committee shall administer the Distinguished Contributor (DC) program. The committee shall maintain policies and procedures for solicitation, review and approval of Distinguished Contributor applications. The committee shall consist of a chair appointed by the A&R chair and a minimum of five voting committee members. The chair and voting members shall be DCs. The committee may also include reviewers, who are non-voting members of the committee, for the purpose of assisting with the

applications review and scoring process. Reviewers should preferably be DCs but other members may be appointed if required.

The chair of the DCP committee may appoint as many reviewers as deemed necessary to accomplish the review and scoring process, and may nominate members, as necessary, to staff the voting member positions within the DCP. All committee member appointments are based upon, and expire with, the end of the calendar year.

8.3.3.1.3 Membership Requirements and Application Process

At time of application, a candidate for DC must be a current regular member or affiliate member of the Computer Society with a least five years continuous membership and 10 years of membership in total. The membership time will include all time as an affiliate member, Graduate Student Member, Senior Member, Fellow or any category of life membership. Any periods of time as a Student Member will not count.

The scoring rubric, recorded in the *MGA Handbook*, shall indicate the minimum qualifying criteria for an application to be considered. The applicant shall provide evidence of their contributions as requested in the application.

A candidate shall also provide a curriculum vitae or resume documenting general career accomplishments. From the pool of qualified candidates, the Distinguished Contributor Committee will select Distinguished Contributors that demonstrate specific accomplishments.

A list of common contributions and their evaluation shall be described in the *MGA Handbook*. Revisions to these evaluation criteria shall be proposed by the DCP Committee, endorsed by the ARC and approved by the MGA Board as a revision to the *Handbook*. The VP MGA shall report approved revisions to the Board of Governors.

At the time the program is established, all IEEE Fellows who are members of the Computer Society, and members who have received a Computer Society-level technical award, other than service awards, shall automatically be named Distinguished Contributors. These members, as well as additional appointments at that time nominated by the DVP chair and the DCP chair, shall be known as charter members. All charter members must meet the minimum Computer Society membership requirements above at the time of their appointment.

Fellows and recipients of named awards who do not meet the membership requirements shall be named Distinguished Contributors upon satisfying the membership requirements and requesting DC recognition (they do not need to complete the normal application). Future recipients of the Fellow designation or named technical awards are automatically named DCs if they meet the membership requirement or may request DC status later upon meeting the criteria. In no cases do these automatic appointments count against the threshold for a year.

8.3.3.1.4 Charter Members

In the first year of the DCP, DVP participants who have previously been appointed as DVPs may also be recognized as Charter members. These members may be recommended by the DVP chair and approved by the DCP chair. In subsequent years, members selected as Distinguished Visitors may be nominated by the DVP chair, and approved by the DCP chair, for receipt of the Distinguished Contributors Recognition.

In the first year of the program, the DCP chair may recommend up to 20 members for immediate recognition as Distinguished Contributors, prior to the first evaluation period. This will help to seed the pool of DCs with qualified members willing to help evaluate the initial applications. The VP MGA will appoint a member of the Society Executive Committee who would automatically qualify for the Distinguished Contributor Recognition to review these nominations and approve any or all of them for appointment as Charter Members of the Distinguished Contributor Program.

8.3.3.1.5 Limitations

In the first year, the Distinguished Contributor Committee may select up to 2% of the Computer Society membership as Distinguished Contributors. In subsequent years, the committee may select up to 0.5% of the Computer Society membership. Both of these thresholds shall include those recognized as a result of DV appointment and those by direct appointment by the DCP chair. The thresholds do not include those receiving recognition due to being an IEEE Fellow or award recipient.

8.3.3.1.6 Recognition Deliverables

T The recognition will consist of a Distinguished Contributor pin and plaque. Individual names will be included in a master list maintained by the MGA

Board. Approved candidates will be annually publicized to the Computer Society membership.

8.3.4 Distinguished Visitor Program (DVP) Committee

The Distinguished Visitors Program (DVP) Committee shall administer a program offering speakers for Section Chapter and Student Branch Chapter visits. The DVP Chair shall appoint up to eight other members to the committee, as deemed necessary to carry out the new speaker selection process and the oversight of the program including the allocation of resources. In addition to ensuring speakers are experts in their field and high-quality presenters, the committee shall ensure diversity of the speakers based on IEEE geographic region, gender, and technical areas of expertise. The committee shall ensure there is annual renewal of the program through the appointment of new speakers on new topics in a geographically dispersed manner. The allocation of resources to speakers shall be done in a manner that is fair to both the speakers and the requesting chapters.

Details about the procedures to select DVP speakers and request chapter visits shall be posted on computer.org, along with a list of available speakers by region and technical topic.

8.4 OTHER COMMITTEES

Other 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 ad hoc committee shall be appointed by the vice president for MGA and serve on an annual basis.

8.5 *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. 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. However, the vice president for MGA is responsible for seeing that a copy of the current *MGA Handbook* is posted online.

SECTION 9 PUBLICATIONS

9.1 GENERAL

9.1.1 Definitions

In the following, the term 'publications' shall include magazines, journals, transactions, letters, digital publications, conference proceedings, books, derivative content delivery vehicles intended for delivery in any media, as well as any other content or collections of content published by the IEEE Computer Society. The terms 'magazines,' 'journals,' 'transactions,' and 'letters' shall be as defined in the IEEE Publication Services and Products Board (PSPB) Operations Manual. The term 'periodical publications' shall refer to magazines, journals, transactions, and letters, while 'individual publications' shall refer to derivative and unique publications. The 'Publications Board' refers to all Editors in Chief (EICs) and members of the Publications Board Executive Committee (which comprises the voting members of the Publications Board as described in section 9.2).

9.1.1 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.

9.1.2 Peer Review Process

Policies shall be established regarding various levels of peer review appropriate to different types of work. Some forms of content, such as (but not limited to) columns, editorials, blogs, and product reviews, may be published with minimal or no peer review. The Publications Board Executive Committee shall develop review policies in conjunction with the responsible publications operations committee— Magazine Operations Committee (MOC) or Transactions Operations Committee (TOC). The review policies should generally be typical of review policies of respected scientific, scholarly, and technical societies. The policies should provide for appropriate appeals by authors, but the anonymity of the reviewers should be maintained.

9.2 PUBLICATIONS BOARD

9.2.1 Membership

The Publications Board Executive Committee shall be chaired by the vice president for publications as provided in the bylaws. It shall consist of the following voting members: Integrity Committee chair, MOC chair, TOC 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-EICs) with experience in publications such as having formerly served as an EIC or on a publication's editorial board. The MOC chair and the TOC chair shall be elected annually by their respective EICs and shall not be current EICs for IEEE Computer Society publications. The vice president for publications shall appoint the other voting members . In addition, the president, executive director, all EICs, and the director of publications and special projects shall be *ex officio*, non-voting members of the Publications Board. MOC and TOC shall be referred to collectively as the operations committees.

9.2.2 Publication Review and Planning

The Publications Board Executive Committee shall:

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

2. consider changes of scope and name, as appropriate, to ensure each publication is aligned with relevant changes in the field;

3. consider terminating or combining periodical publications when necessary;

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; and

6. provide a forum for the development of strategies and tactics to improve 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 Publications Handbook and EIC Manual

The Publications Board Executive Committee shall maintain a Publications Handbook and an EIC Manual, which shall outline detailed procedures for the operation of the Society's overall publication program. These manuals help ensure appropriate

quality and continuity in the operation of the Society's publications. Changes to publications procedures may be enacted by the Publications Board Executive Committee without the Board of Governors' approval, so long as the proposed changes are consistent with the Society's PPM and the IEEE's relevant policies and procedures. However, all such changes to publications' procedures shall be reported to the Board of Governors by the vice president for publications following the change. Additionally, the vice president for publications is responsible for ensuring that copies of the current manuals are distributed to each member of the Publications Board Executive Committee, the TOC, the MOC, and the Board of Governors at the beginning of each calendar year.

9.2.4 Mentoring Future EICs

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

9.2.5 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 procedures shall follow the process described in 9.2.9.

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 memorandum of understanding (MOU) for that periodical. For publications in which the Computer Society is the managing partner, the MOU will reflect Computer Society policies for EIC appointments (including inaugural appointments).

3. New publications shall abide by the policies spelled out for solely sponsored or jointly sponsored periodicals, as appropriate, with the following special circumstances:

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

b. If an EIC search committee seeks an exception to this policy, the chair of the search committee shall obtain approval from both the relevant Publications Board Executive Committee's operations committee and the vice president for publications, before 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.

9.2.6 Editor in Chief Search Process

1. The chair of the relevant operations committee shall establish an ad hoc EIC search committee for the open position with the approval of the vice president for publications. The search committee, as described in the "Guidelines for IEEE Computer Society EIC Search Committees," consists of a chair, the outgoing EIC, and at least three members. The vice president for publications may also appoint a representative from the Publications Board Executive Committee to oversee operations. The committee is typically constituted at least fourteen months in advance of the known vacancy. This time may be reduced in cases of extraordinary vacancies (e.g., 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 Executive Committee'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 individuals being mentored for EIC positions, from former or current associate editors, from those with editorial experience outside of the IEEE Computer Society, and from individuals nominated as a result of the open solicitation. Nominations and applications may also be sought from technical communities, conferences, and other editorial boards. Regarding potential conflicts of interest (COIs), the search committee should refer to Section 2.7.2 of the IEEE PSPB Operations Manual. Additional details regarding the handling of COIs are included in the "Guidelines for IEEE

Computer Society EIC Search Committees." If a significant level of influence exists, the search committee member should disclose the conflict of interest immediately and should not participate in the scoring or discussion of that particular candidate.

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

3. As the search progresses, the search committee shall keep the vice president for publications 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 provides feedback on the candidates to the relevant operations committee chair; the Publications Board Executive Committee votes to endorse the candidates 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.

4. Each candidate shall prepare an application package including

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

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

        a. the applicant's perspective of the publication including challenges and opportunities,

        b. the tasks of the EIC to meet the challenges and to exploit the opportunities,

        c. the objective milestones associated with the intermediate and final accomplishment of these tasks,

        d. the projected schedules for the accomplishment of these milestones,

        e. the projected organization that will accomplish these tasks, and

        f. the funding requirements to accomplish these tasks.

    3. a resume, including publications and editorial experience.

5. Before sharing these materials with the search chair, staff will submit the candidates' names to the IEEE Legal and Compliance team to vet the candidates. Additionally, staff will check publicly available sources to rule out potential misconduct incidents outside of IEEE publications. Should any negative results be found through these vetting processes, the candidate's package will be withdrawn for consideration by the vice president for publications.

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

7. The search committee shall 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.

8. The search committee shall recommend two or more candidates to the operations committee. In exceptional cases, where the search committee can recommend only one candidate after an exhaustive search, the president may grant permission to proceed, provided that the committee documents its attempts to find other qualified candidates in the final report.

9. After the search committee completes its evaluation and selects its top candidate(s), it prepares the committee's final report. The report -- which shall remain confidential and should only contain identifying information of the recommended applicant(s) -- includes an overview of the search process and the candidate(s) for the

EIC position, along with the scores and key strengths of the recommended candidate(s).

10. The report, along with the dossiers of the recommended candidate(s), shall be securely distributed electronically to the members of the relevant operations committee as soon as possible after the search committee has approved the report. 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 operations committee chair shall present the search committee's findings and recommendations in executive session (either in person or remotely). Those included in the executive session are the members of the operations committee, and the vice president for publications. The operations committee chair shall ensure that feedback is solicited and any concerns are documented for review by the Publications Board Executive Committee.

11. The respective chairs of MOC and TOC shall review the feedback from the operations committee for which the EIC candidate(s) would serve. The chairs will cast their vote on behalf of the relevant operations committee along with the other members of the Publications Board Executive Committee to endorse both, one, or none of the candidates. On behalf of the Publications Board Executive Committee, the vice president for publications shall inform the president of its recommendation in confidence. The president then confers with the past president and president-elect on the recommendation. (No public disclosure of the selected candidate's identities shall be made until after the new EIC has been notified of their appointment.)

12. As provided in the bylaws, the final step in the process occurs when the president selects an appointee from the candidates presented by the Publications Board Executive Committee and submits the appointment to the Board of Governors for concurrence. This presentation 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 the Board may ask the president to bring forward a second candidate whom the search committee has recommended. 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.

13. EICs may be appointed for a maximum of two consecutive terms for a given position. A first term is two 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 term may be for up to three years, and the term of office of the EIC shall begin with the launch of that publication.

9.2.7 Reappointment of an Editor in Chief

1. An EIC who is serving their first term is eligible for reappointment. The chair of the relevant operations committee shall confirm their willingness to serve a second term at least fourteen months before the end of the first term. If the EIC is not willing to serve a second term, the process outlined in Section 9.2.8 shall be followed to select a new EIC.

2. If the EIC is willing to serve a second term, a subcommittee of the IEEE CS Publications Board Executive Committee members (hereinafter referred to as "the evaluation committee"), appointed by the vice president for publications, will evaluate the application. The EIC shall complete a questionnaire to describe their experiences and accomplishments during the first part of their first term, reflect on best practices of the publication, and explain progress made on their vision statement.

3. The evaluation committee shall seek input from the periodical's editorial board, a subset of authors, and the IEEE Computer Society publications' staff and prepare its report with a recommendation on whether to reappoint. These materials, along with a summarized version of the EIC's responses to the questionnaire, shall be securely distributed electronically to the members of the relevant operations committee and Publications Board Executive Committee at least 15 days before the meeting at which it will be considered (normally the first meeting of the year). In

extraordinary circumstances, the chair of the relevant operations committee can waive or reduce the allotted time for review. The operations committee chair shall ensure that their committee's feedback is solicited and that any concerns are documented for review by the Publications Board Executive Committee.

4. The evaluation committee's recommendation on reappointment and the relevant operations committee feedback shall be presented to the voting members of the Publications Board Executive Committee at least 15 days before the meeting at which the reappointment will be considered. If the evaluation committee recommends reappointment, and the relevant operations committee feedback is positive, the Publications Board Executive Committee is asked to endorse the reappointment. If after consultation with the past president and president-elect, the president elects to reappoint the EIC for a second term, 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 for seeking and recommending additional candidates. The current EIC may be considered as one of the candidates.

9.2.8 Rescinding an Editor in Chief Appointment

In some circumstances, there may be a need to rescind an EIC's appointment due to poor performance, failure to uphold IEEE's publishing policies, or misconduct. When such cases arise, the following process shall be implemented as soon as it is practicable to do:

The vice president for publications informs the president and seeks approval to remove the current EIC and appoint an interim EIC.

For misconduct concerns, the current EIC is informed that their appointment has been suspended and a case will be opened. During the investigation period, an interim EIC will assume the EIC's responsibilities. The necessary steps will be taken to disable the current EIC's access to IEEE files and systems during their suspension.

For poor performance issues that have not been resolved within a reasonable timeframe, the current EIC will be notified that their appointment has been rescinded. An interim EIC's term will become effective within 1 business day of the notice.

Communications announcing the interim EIC appointment will be initiated by the vice president for publications, in the following order:

IEEE staff involved with peer review and production
Associate EICs
Editorial Board
If needed, authors may be contacted in the event of significant delays in the peer review process.

A search for a new EIC will be launched under the following conditions:

For misconduct cases: a decision will be made regarding the need for a search once the investigation has concluded and the Committee on Integrity has made its recommendation.
For poor performance: a new search will be launched in conjunction with the search schedule.

9.2.9 Editorial Board Member Selection Process

Editorial Board member roles shall be defined in the IEEE Computer Society's EIC Manual. New Area Editors, Associate Editors, Column and Department Editors (magazines), and Associate Editors in Chief for each periodical shall be appointed by the respective EICs with the consent of the Publications Board, utilizing the following procedures:

1. The EIC shall send to the Publications Board email alias a paragraph explaining the need for and justifying the nomination, along with the completed Editorial Board Member Nomination Form specified in the IEEE Computer Society Editor in Chief Manual. The form shall contain the following:

   a. The candidate's contact information, professional memberships, professional website, areas of expertise relevant to the publication, and role on the editorial board.

   b. The candidate's declaration of no conflict of interest and declaration of no previous misconduct or ethical problems.

   c. The candidate's list of all editorial positions covered in the past 10 years and list of positions covered at grant/funding institutions in the past 10 years.

d. The candidate's technical biography, similar to what appears at the end of a paper: at most 10 to 20 lines 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.

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

2. Publications Board members have 14 days to provide advice on the proposed appointment. Staff shall ensure that nominees are not on the current IEEE Prohibited Participants List. If no concerns are raised, the nomination is considered approved. If concerns are raised, the EIC shall either address the concern, retract the nomination, or request approval from the Publications Board Executive Committee through a vote.

9.2.10   Editorial Workshops

The Publications Board Executive Committee, with support of the publications staff, will organize EIC planning, orientations, and leadership sessions as necessary.

9.2.11   Evaluation Procedures for Periodicals

It is the duty of the Publications Board Executive Committee to review publications and decide their fate. If the review of a publication determines that it is no longer viable, then the Publications Board Executive Committee 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 from the Society's reputation nor 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, a sampling of readership opinion, a sampling of authors' opinions, and editorial overlap with other publications.

9.2.12   Editor in Chief Budget Policy

The IEEE Computer Society and the EIC's host institution shall supply the support required to perform the functions of the EIC. The Computer Society will provide the necessary resources to produce each publication, including the tools and staff for peer review, production, and governance and operations. For additional activities, 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 provide limited funding for the items described below when the home institution funds are insufficient to support these activities. All such expenditures must comply with all applicable IEEE travel and expense policies. Travel policy: Each EIC shall have budgeted funding for the EIC or the EIC's designee to travel to the IEEE Panel of Editors meeting annually. For editorial board meetings, the preference is to hold these virtually throughout each year. Should an EIC wish to budget some funding for an annual 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 vice president for publications, some publication-specific expenses can be included in the budget. Among the items that qualify as publication-specific are 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 voting membership of the Magazine Operations Committee (MOC) and the Transactions Operations Committee (TOC) shall be, respectively, the current EICs of all wholly owned Society magazines, journals, transactions, and letters. EICs of cosponsored publications managed by the Computer Society shall be *ex officio* non-voting members of their respective operations committee.

The MOC and TOC chairs shall be elected annually by the current voting members of their respective

operations committee in accordance with the procedures defined in the Publications Handbook. With the approval of the president, the vice president for publications appoints a publications election chair to manage the election process.

The MOC and TOC chair candidates should read the MOC/TOC chair job description and be willing to fulfill the duties as described below (9.3.2). A chair shall serve no more than two consecutive terms.

The MOC and TOC chairs shall represent the respective operations committee they serve, and their votes on publications-related motions considered by the Publications Board Executive Committee shall represent the members of MOC and TOC. MOC and TOC chairs shall poll their members in a timely manner on motions to be brought forward to the Publications Board Executive Committee, but no quorum is required.

To be qualified as a candidate for a chair position, a nominee shall declare any potential/perceived conflicts of interest to the publications election chair at the time they express their interest in standing as a candidate, and meet all of the following requirements:

1. The nominee shall have served in the past as an EIC for a Computer-Society-sponsored periodical for a full two terms. No current EIC of any Computer Society periodical or of any non-IEEE-sponsored periodical is eligible unless the EIC's term will have ended before the term as an operations committee chair starts.

2. The nominee shall not have had any previous misconduct or ethical complaints that were validated, or have been included on the IEEE Prohibited Participants List.

3. The candidate selection is based on the candidate information and position statements.

4. The nominee shall have participated in at least one IEEE Periodicals Review and Advisory Committee review.

5. The nominee shall be a current Computer Society and IEEE member in good standing.

9.3.2   Duties

1. The operations committees are responsible for the operational aspects of their publications -- dealing with insufficient or overabundant backlog, soliciting manuscripts, approving

editorial board members, refereeing processes, monitoring the timeliness of publication, and other issues.

2. The operations committees will encourage publications with common technical interests and overlapping scopes to (a) 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 operations committees will establish an effective interface between the EICs and other activities of the Society.

4. The operations committees will assist the Publications Board Executive Committee 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 the vice president for publications in submitting the necessary documentation for nominating candidates for the various IEEE and IEEE Computer Society awards.

5. The operations committees will review and provide feedback on the search committee recommendations.

6. The operations committees will review and provide feedback or input on publication proposals, scope changes, and other reports and proposals that are relevant to IEEE CS publications.

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, and has been vetted through a proper peer review process as defined by the IEEE PSPB. To that end, a dedicated member of the Publications Board Executive Committee is appointed to promote integrity in Society publications and to enforce the IEEE and IEEE Computer Society policies regarding plagiarism; author, reviewer, and editor misconduct; 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 Executive Committee 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 serve on the committee.

9.4.3   Duties

The Committee on Integrity shall implement IEEE and IEEE Computer Society procedures that address complaints concerning issues such as plagiarism; author, reviewer, and editor misconduct; 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

Scope statements are a formal component and identifier of each IEEE publication. As such, each scope and any subsequent changes must adhere to IEEE PSPB policies and be approved by all relevant governance bodies. The current scope statement for each publication shall be included on the publication's website. Scope statements shall 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 typical handling of advertising is the domain of the IEEE Computer Society Sales and Marketing team, but should concerns arise, the director of publications and special projects 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 computing-related products and services such as hardware, software, and consulting services s; positions available and wanted.

* Products that in consensus are deemed socially valuable and that 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, CBD-based products, 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. 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 typically occurs prior to acceptance and involves the authors, reviewers, and EIC. Copy editing occurs after acceptance and centers on grammar and style to ensure consistent handling of content in the publication. Both processes are intended to improve understandability and to ensure consistency of style and correct grammar. A set of general guidelines is available in the IEEE Editorial Style Manual, provided in the Publications Handbook. .

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 intellectual property from the publications shall follow the guidelines given in this section as well as those provided by the IEEE Intellectual Property Rights Office.

9.8.1   Copyright Policy

With the exception of open access content, the IEEE requires that all technical, educational, and professional publications of the IEEE be copyrighted by the IEEE. The IEEE Computer Society follows IEEE's open access policies. 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 authors, provided that such right shall be the subject of written agreement between the IEEE and the qualified sponsor. Except in the case of a conference that 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. It shall have the right to place them in its digital collections, according to policies set by the IEEE Computer Society.

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 the policies set by the Finance Committee and the Board of Governors.

9.8.3 Periodicals

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

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, except as permitted by IEEE's Author Posting Policy.

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

SECTION 10 STANDARDS ACTIVITIES

10.0 DEFINITION

The IEEE Computer Society Standards Activities Board (SAB) organizes and promotes Standards Committees and related activities on behalf of the IEEE Computer Society. Standards Committees and related requirements and responsibilities are defined in subclause 5.2.2 (Standards Committee) of the IEEE Standards Association Standards Board (IEEE SASB) Bylaws.

10.1 MISSION OF THE IEEE COMPUTER SOCIETY STANDARDS ACTIVITIES BOARD

The mission of the IEEE Computer Society SAB is to encourage IEEE Computer Society members to participate in standards activities, to promote the use of IEEE standards, and to develop useful products that leverage IEEE standards within the scope of the IEEE Computer Society (see the IEEE Computer Society Constitution, Article I, Section 3). Moreover, the mission of SAB is to promote and foster industry participation and engagement, through standards but also through other activities. The SAB accomplishes this mission by:

a. Working with other IEEE Computer Society boards and committees to provide standards leadership,
b. Working with other IEEE Computer Society boards and committees to identify initiatives for wider industry participation in IEEE Computer Society activities,
c. Helping to ensure the vitality and success of IEEE Computer Society standards committees operating under the auspices of the IEEE SASB (see Sections 10.6.1 and 10.6.2),
d. Helping to establish new standards activities in response to changes and advances in the computing profession,
e. Managing standards activities for which there is no appropriate existing IEEE Computer Society standards committee (see Section 10. 7).

10.2 MISSION OF THE IEEE COMPUTER SOCIETY STANDARDS COMMITTEES

For standards development activities, the mission of a Standards Committee is to develop high quality, market relevant standards. A Standards Committee assumes all of the duties of a standards committee as defined in subclause 5.1.2 (Duties of the Standards Committee) of the IEEE SA Standards Board Operations Manual.

To accomplish its mission, a Standards Committee may also engage in the following related activities:

a. Help promote its projects and/or standards to relevant standards development organizations and international trade associations;
b. Publicize and communicate its activities and mission (e.g., via press releases, tutorials, presentations, and publications);
c. Generate educational materials (e.g., tutorials, standards seminars) about its projects and/or standards;
d. Organize standards-related events;
e. Organize post-standardization activities (e.g., development of conformity assessment programs) to encourage market adoption of published standards; and
f. Organize pre-standardization activities to identify standardization opportunities that are within the scope of the Standards Committee;
g. Coordinate with other IEEE societies and/or councils for projects that have similar scope of work.

10.3 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 standards committee 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 IEEE Computer Society. A major role of the IEEE Computer Society standards committees is to manage standards development and revision efforts within the scope of the IEEE Computer Society. The SAB shall assist each of the standards committees with maintaining the technical vitality of its portfolio and operating under IEEE standards policies and procedures approved by the IEEE SASB.

10.4 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:

a. The vice president for standards activities,
b. The Society Representatives to other standards developing organizations (see Section 23.4),
c. The SAB vice chairs (see section 10.6), and the SAB secretary,
d. The chairs of IEEE Computer Society standards committees, or their designated representatives approved by the vice president for standards activities.

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 standards committee chair or their designated representative 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 activities may through written communication to a standards committee suspend the voting privileges of the standards committee chair or their designated representative. The vice president for standards activities shall request that the respective standards committee appoint an alternate representative to the SAB who when approved by the vice president of standards activities shall then become a voting member of the SAB. A standards committee chair with suspended voting privileges 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. All vice chairs of SAB and all chairs of IEEE Computer Society standards committees are required to be members of the IEEE SA.

10.4.1. Non-voting Members

The president and executive director of the IEEE Computer Society shall be ex officio, non-voting members of the SAB. 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 external to the IEEE (see Section 20.3 DESIGNATION OF EXTERNAL LIAISONS). 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 vice president for standards activities may, with approval of the SAB, establish additional committees to conduct 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. The

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

10.4.2. Appointment Procedures

The SAB secretary, the SAB vice chairs (see Section 10.6) shall be appointed for 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 Section 10.4.3 Voting.)

10.4.3. 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 fourteen calendar days and a maximum of thirty calendar 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. An advanced notice of fourteen calendar days is required for any of the following actions to be taken at an in-person meeting:

a Establishment of a new standards committee
b. Dissolving or de-commissioning a standards committee
c. Removal of the secretary, a vice chair, or a standards committee chair.
d. Changes to the SAB Policies and Procedures

10.4.4. Executive Sessions

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

10.4.5 SAB RESPONSIBILITIES

To fulfill its mission as stated in Section 10.1, the SAB shall:

a. Recommend to the IEEE Computer Society Board of Governors policies, practices, and actions with respect to IEEE Computer Society originated standards and standards development activities,

b. Establish (or dissolve when appropriate) IEEE Computer Society Standards Committees, and approve the scope of each standards committee,

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

d. Provide timely responses to requests for clarification of issues related to IEEE Computer Society originated standards and standards development activities.

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

f. Manage an SAB standards committee for working groups and projects if an appropriate standards committee does not exist and until such standards committee is established (See Section 10. 7),

g. Promote the use and understanding of the value of standards originating in the IEEE Computer Society in industry and education,

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

i. Monitor standards 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

j. Recommend to the IEEE Computer Society Board of Governors policies, practices, and actions with respect to industry engagement.

10.5. Appointment of SAB Vice Chairs and Approval or Appointment of Standards Committee Chairs

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

The SAB may remove a standards committee chair if the SAB determines that the chair's election was not

in compliance with the standards committee's IEEE SA approved policies and procedures or when the Vice Chair of Vitality recommends removal. Grounds for removal shall be included in any motion to remove a standards committee chair. The standards committee chair suggested for removal shall be given   advanced notice of at least fourteen calendar days and given an opportunity to make a rebuttal prior to the vote on the motion for removal.

10.6 VICE CHAIRS WITH SPECIFIC ROLES

The SAB shall have a vice chair of Policies and Procedures (P&P) and a vice chair of Vitality. These vice chairs shall be appointed by the vice president for standards activities. The vice chair of P&P and the vice chair of Vitality may establish the respective standing committees to support their respective responsibilities, and the members of these standing committees do not need to be members of the SAB.

10.6.1. Vice Chair of Policies and Procedures (P&P)

The vice chair of P&P shall interface with the IEEE SASB Audit Committee and shall advocate for the IEEE Computer Society standards committees when feasible. The vice chair of P&P shall maintain a current list of the status of policies and procedures of the IEEE Computer Society standards committees and the respective approval status in IEEE SA. The vice chair shall annually review the SAB Policies and Procedures (this Section 10) and recommend revisions if appropriate.

The vice chair of P&P shall carry out the chair's duties if the chair: is temporarily unable to do so (e.g., not present at a meeting), chooses to recuse themselves due to a potential conflict of interest, or chooses to relinquish the chair to minimize perceived bias.

10.6.2. Vice Chair of Vitality

The vice chair of Vitality shall be responsible for:

• Monitoring the vitality of IEEE Computer Society standards committees
• Providing appropriate support and recommendations to aid the vitality of IEEE Computer Society standards committees
• Recommending the dissolution of a standards committee, when a standards committee 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 standards committee

• Recommending policies, practices, and actions for industry engagement

10.7. SAB Standards Committee

The SAB Standards Committee is both a standing committee of the SAB and an IEEE Computer Society standards committee. The SAB Standards Committee operates under the "Policies and Procedures for Standards Development for the IEEE Computer Society Standards Activities Board Standards Committee", approved by the IEEE SASB.

The SAB Standards Committee shall manage working groups and standards development projects that are under the purview of the IEEE Computer Society and for which no existing standards committee is appropriate (e.g., for new lines of work or for standards for which a viable standards committee has not been identified). The SAB Standards Committee chair shall recommend the establishment of new IEEE Computer Society standards committees to continue work started in the SAB Standards Committee, when appropriate.

SECTION 11 AWARDS

11.1 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 shall take care to preserve the integrity of the evaluation and selection process to assure that it is both confidential and rigorous, and that it contributes to the prestige of the Society and the award recipients.

11.2 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. 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:

● **Computer Pioneer Award in Honor of the Women of ENIAC Subcommittee**

● **Charles Babbage Award Subcommittee**

● **Taylor L. Booth Education Award Subcommittee**

● **Seymour Cray Computer Engineering Award Subcommittee**

● **ACM/ IEEE CS Eckert-Mauchly Award Subcommittee**

● **Sidney Fernbach Memorial Award Subcommittee**

● **Harry H. Goode Memorial Award Subcommittee**

● **IEEE CS/SEI Watts S. Humphrey Software Quality Award Subcommittee**

● **Hans Karlsson Standards Award Subcommittee**

● **ACM/IEEE CS 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**

● **Mary Kenneth Keller Computer Science & Engineering Undergraduate Teaching Award Subcommittee**

● **Edward J. McCluskey Technical Achievement Award Subcommittee**

● **Service Awards and Certificates Subcommittee**

11.3 AWARDS COMMITTEE RESPONSIBILITIES

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 or retirement of existing and 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.

11.3.1 Nomination Solicitations

It is the responsibility of the Awards Committee chair and of each corresponding subcommittee chair, 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* an overall 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 the *Society's* magazines, member newsletters, the Society's website, and elsewhere as appropriate. Award recipients 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 chair, in collaboration with the corresponding subcommittee chairs, to develop and implement a plan to encourage additional nominations.

11.3.2 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, discussions, evaluations 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. Discussions about the evaluation process must remain confidential among only the Awards Committee Chair, the subcommittee and Computer Society staff, and there should be no communication with the nominees, except in the case of notifying the awardee. After the Board of Governors has disposed of the nomination, with the support of staff, the president will inform the awardee(s) and IEEE CS Staff 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.

11.3.3 *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 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.

11.3.4 Awards Subcommittees

The Awards Committee Chair should take care to assure that each subcommittee is established at a size appropriate to its task; however, in no case shall subcommittees have fewer than three members, and no more than nine members, plus the chair. Efforts shall be made to have subcommittee members represent broad participation from the computing community. 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. Excluding the cosponsored awards, for the operations internal to the subcommittee, the chair of a subcommittee is excluded from voting except in cases of ties, according to Robert's Rules of Order.

11.3.5 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.

11.4 ADMINISTRATION OF AWARDS

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

11.4.1 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 themselves, 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. 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.   The required number of endorsement letters for each award is specified in sections 11.5 and 11.6. Endorsements must be submitted by the award nominations deadline. The nominator cannot also be an endorser.

4.   All nominations received by the Awards Committee or any of its subcommittees shall be acknowledged upon receipt, electronically.

5.   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 11.5 and 11.6, 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.

6.   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 11.5 and 11.6. Conference awards ceremony expenses shall be the responsibility of the conference.

7.   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.

8.   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.

9.   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. When the next nomination cycle begins, the original nominator may revise and update a carried-over nomination. However, revisions to a carried-over nomination do not extend the carried-over nomination period. Carried-over nominations shall expire if not selected within three years.

11.4.2 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 11.3.1, the Awards Committee shall solicit nominees, review candidates, and the Awards Committee Chair exercises final approval authority for recipients of the following awards:

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

11.4.3 Major Awards Approved by the Board of Governors

Following the same general procedures set forth in Section 11.3.1, the IEEE Computer Society Awards Committee shall, for each of the following major awards, solicit nominees, review candidates, and recommend nominees to the Board of Governors for final approval:

- **Computer Pioneer Award in Honor of the Women of ENIAC**
- **Charles Babbage Award**
- **Taylor L. Booth Education Award**
- **Seymour Cray Computer Engineering Award**
- **Sidney Fernbach Memorial Award**
- **Harry H. Goode Memorial Award**
- **Hans Karlsson Standards Award**
- **W. Wallace McDowell Award**
- **Richard E. Merwin Award for Distinguished Service**
- **Harlan D. Mills Award**
- **B. Ramakrishna Rau Award**
- **Mary Kenneth Keller Computer Science & Engineering Undergraduate Teaching 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.

11.4.4 Major Award Nomination Procedures

A nominator should carefully review the award criteria and the nominee's contributions, and then nominate an individual for the most appropriate award. Only one major Computer Society award nomination for an individual shall be considered in a calendar year (exclusive of cosponsored awards).

If there is an existing carryover nomination for an individual who receives a revised nomination for the same award or a nomination for a different award, the respective award subcommittee chairs shall decide which nomination to consider per calendar year and shall notify the award nominators of their decision.

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 currently on the Prohibited Participants List (PPL) cannot serve as nominators or endorsers and cannot be nominated for any Computer Society Award, service and recognition.

11.4.5 IEEE CS Major Awards Hierarchy

With respect to the eligibility rules in the IEEE policies for a given achievement or set of achievements inclusive of substantially similar achievements, the Computer Society Major Awards approved by the Board of Governors hierarchy shall be as follows, starting from highest tier awards: the Women of ENIAC Computer Pioneer, recognized as the highest tier award; the other awards, excluding the McCluskey Technical Achievement Award and the Keller Computer Science & Engineering Undergraduate Teaching Award. An individual who

receives a Computer Society higher tier award is not eligible to receive a lower tier award.

The above hierarchy does not apply to jointly sponsored awards.

11.4.6 Major Awards Presented Jointly with ACM

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.

11.5 TECHNICAL & EDUCATION AWARDS DESCRIPTIONS AND PROCEDURES

11.5.1 IEEE Computer Society Computer Pioneer Award in Honor of the Women of ENIAC

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

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

Administration: The Award is named for the Women of ENIAC but open to all professionals, regardless of gender or gender identity. The Computer Pioneer Award in Honor of the Women of ENIAC 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. One endorsement is optional for the award nomination.

11.5.2 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 solicit candidates and make the preliminary selection. The nomination requires a minimum of three and a maximum of five endorsement letters.

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

11.5.3 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. The nomination requires a minimum of three and a maximum of five endorsement letters.

11.5.4 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. In recognition of the evolution of high-performance computing systems, awardees may be recognized for technologies that have contributed to a working machine deployed at scale, which has had long-term impact valued by the HPC community.

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 a designee. The awardee will normally be invited to present a paper at SC.

Administration: The Cray Award Subcommittee solicits candidates throughout the year and makes the preliminary selection. The nomination requires a

minimum of three and a maximum of five endorsement letters.

11.5.5 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. 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.

The nomination requires a minimum of three and a maximum of five endorsement letters.

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.

11.5.6 Sidney Fernbach Memorial 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 a designee.

Administration: The Fernbach Award Subcommittee shall solicit candidates and make the preliminary selection. The nomination requires a minimum of three and a maximum of five endorsement letters.

11.5.7 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. The nomination requires a minimum of three and a maximum of five endorsement letters.

11.5.8 IEEE Computer Society/SEI Watts S. Humphrey Software Quality Award

Contribution: Presented in recognition of outstanding achievements in improving ability of a target organization to create and evolve software-dependent systems.

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 shall be endorsed by a senior executive from the nominee's organization. If the target organizations are different from the nominee's organization, then the nomination must also be endorsed by a senior executive from each of the target organizations. The online nominations system requires information about the nominator and senior endorser and their roles in the nominated organization. The nomination materials shall contain an overview that consists of no more than

two pages and supplemental information of no more than 10 pages.

Award: The finalists and winner shall be announced and recognized by the IEEE Computer Society and Software Engineering Institute. The award may be presented to an individual, team or organization. There is a maximum of two annual awards. Each recipient shall receive an engraved, commemorative plaque and honorarium of $1,500. IEEE policy prohibits cash payments for awards to companies or organizations. If the winner is an organization or company, the Software Engineering Institute and/or the IEEE Computer Society shall provide the equivalent of $1,500 of in-kind services (such as advertising, membership, travel support) in lieu of a cash honorarium.

This award shall normally be presented at the annual IEEE Computer Society awards ceremony. The winner shall be invited to produce a technical report describing the quality improvement and results, and to present a webinar, hosted by the Software Engineering Institute, based on the report.

Administration: The Award Committee, in consultation with the chair of the Technical Community 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 Quality 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. The chair and committee members shall serve for a three-year term, consistent with IEEE Computer Society policies, and cannot serve consecutive terms.

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: The 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 shall 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 or winning team members, unless the winner is an organization or company. 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.

11.5.9 Hans Karlsson Standards 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 Committees.

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

Administration: The Awards Committee chair, 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. The nomination requires a minimum of three and a maximum of five endorsement letters.

11.5.10 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.

The nomination requires a minimum of two and a maximum of four endorsement letters.

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.

11.5.11 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.

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. The nomination requires a minimum of three and a maximum of five endorsement letters.

11.5.12 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 $3,000 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. The nomination requires a minimum of three and a maximum of five endorsement letters.

11.5.13 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. The nomination requires a minimum of three and a maximum of five endorsement letters.

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

11.5.14 Mary Kenneth Keller 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 Mary Kenneth Keller Computer Science & Engineering Undergraduate Teaching Award Subcommittee shall solicit candidates and make the preliminary selection. The nomination requires a minimum of two and a maximum of four endorsement letters.

11.5.15 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. The nomination requires a minimum of two and a maximum of four endorsement letters.

11.5.16 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 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 in a timely manner. The award should be presented at the current or next conference in the series, if possible, or at one of the sponsoring Society's major conferences.

Administration: The selection committee shall be appointed by the appropriate conference program committee and shall follow Awards Committee Procedures.

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

11.6   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.

11.6.1   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. The nomination requires a minimum of three and a maximum of five endorsement letters.

11.6.2 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.

11.6.2.1 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. This award often recognizes 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: The nomination requires three endorsements. Certificates are signed by the president and shall be approved by the Awards Committee Chair.

11.6.2.2 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: The nomination requires two endorsements. Certificates are signed by the president and shall be approved by the Awards Committee Chair.

11.6.2.3 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: The nomination requires two endorsements. Certificates are signed by the president and shall be approved by the Awards Committee Chair.

11.6.2.4 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: The nomination requires no endorsements. Awards Committee Chair 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 communicated by the Awards Committee Chair.

11.6.2.5 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.

11.7 ADMINISTRATION OF TECHNICAL COMMUNITY AWARDS

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

11.8 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.

11.8.1 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: The nomination requires three endorsements. 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.

11.9 AWARDS TO CHAPTERS

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

11.10 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 completing three years
- Executive Committee member completing two years
- President
- Editor in Chief with two consecutive terms tenure on the same journal/magazine/letters
- Technical Community Chair with two consecutive terms tenure on the same technical community
- 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.

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

Technical Community (TC) Chairs 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 technical communities.

By 1 December of a calendar year, the current vice president for Technical and Conference Activities presents to the Awards Committee Chair, a proposal supporting the TC chairs 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.

11.11 IEEE AWARDS COSPONSORED BY THE COMPUTER SOCIETY

11.11.1 The IEEE Innovation in Societal Infrastructure Award

The IEEE Computer Society and Hitachi, Ltd. cosponsor an IEEE Technical Field Award, 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.

SECTION 12 CONSTITUTION & BYLAWS COMMITTEE

12.1 CONSTITUTION & BYLAWS COMMITTEE

12.1.1 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.

12.1.2 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.

12.1.3 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.

12.2 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 13 NOMINATIONS AND ELECTIONS

13.1 NOMINATIONS AND ELECTIONS COMMITTEE

The Nominations and Elections Committee is a standing committee authorized by the IEEE Computer Society bylaws. As described in the bylaws, the Nominations and Elections Committee shall be responsible for managing the Society's nominations and elections processes. The committee shall provide a proposed candidate slate to the Board of Governors for the annual IEEE Computer Society Election as well as recommend other nominees for leadership positions.

The duties of the Nominations and Elections Committee shall include providing nominees to the Board of Governors for elected Board positions and Society officers. The Nominations and Elections Committee shall also provide nominees for Board selection of the following year's Secretary, Ombudsperson, and Board member of the committee. The Nominations and Elections Committee shall notify the Board of Governors, the nominees, the candidates and the appropriate staff members of the required actions for implementing the Society's nominations and elections timetable and process. The Nominations and Elections Committee shall implement and monitor the execution of nomination and election policies and procedures established by the Board, and rule on questions and issues that arise.

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. The Nominations and Elections Committee shall strive for slates of candidates that represent the breadth of the Society membership.

13.2 NOMINATIONS AND ELECTIONS COMMITTEE MEMBERSHIP

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

13.3 BOARD OF GOVERNORS AND OFFICER NOMINATIONS

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

13.4 OTHER NOMINATIONS

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

13.5 BOARD CANDIDATE REQUIREMENTS

The Nominations and Elections Committee shall affirm that all potential Board candidates agree to seek significant involvement in Society activities and are aware of the travel requirements prior to soliciting their willingness to serve.

13.6 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 and vice president, may be added to the slate of candidates nominated by the Nominations and Elections 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 their 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 Nominations and 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 Nominations and 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.

13.7 ELECTION GUIDELINES

Candidates shall adhere to IEEE policies on elections and electioneering, and IEEE policies on mailing lists and rosters.

1. Candidates may send messages soliciting support only to individuals personally known to the candidate, and give the recipient the opportunity to opt-out from future emails from the sender. Candidates cannot use IEEE or Computer Society resources, such membership databases, rosters, conference attendance lists, websites, or email distribution lists, to solicit support.

2. Candidate personal web sites must include a disclaimer such as "The opinions of this page are mine and are not necessarily those of this IEEE Computer Society or the IEEE." Candidates may use the IEEE or IEEE CS master brand graphic on their personal websites if the website includes a web disclaimer.

   Candidates may share their candidacy via social media, and direct readers to their personal website or blog. However, candidates cannot use any IEEE affiliated social media

resources for election campaign activities (e.g. posting to IEEE Collabratec, to an IEEE LinkedIn group or to an IEEE Facebook page). Candidates cannot send messages via social media to individuals with Computer Society affiliations that are not connected with or known to the candidate.

13.8 ELECTION RESULTS

The Nominations and Elections Committee Chair 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. The results of all membership elections are to be published in *Computer* at the earliest possible date including tallies of votes cast. Results shall also be communicated in the Computer Society's member e-newsletter and on the website.

13.9 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.

13.10 VOTER ELIGIBILITY

Potential voters must be IEEE Computer Society members the day before the IEEE Computer Society Board of Governors selects the candidate slate for the annual election in order to be eligible to vote in the election that year.

SECTION 14 FINANCES

14.1 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.

The treasurer shall chair the Finance Committee. The treasurer shall be responsible for working with the Computer Society's finance staff to review and present the Society's annual budget, financial reports, and the finances of strategic initiatives to the Finance Committee and the Board of Governors.

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.

The treasurer delegates the responsibility for day-to-day financial operations to the Computer Society financial staff under the direction of the executive director.

14.2 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.

14.2.2 Committee Responsibilities

The Finance Committee serves as an oversight and advisory body. The committee is responsible for making recommendations on all financial matters to the Computer Society Board of Governors and for keeping them informed on financial status and issues.

The committee is responsible for reviewing and presenting the budget for the following year. The treasurer delegates the responsibility of monitoring and tracking the expenses to the staff finance director.

14.3.3 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.

14.3 BUDGET DEVELOPMENT

14.3.1 Fiscal Year

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

14.3.2 Financial and Budgetary Guidelines and Targets

Over the long term, the Computer Society should operate at levels which produce sufficient surpluses to maintain its reserves at levels which help 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 Computer 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 the minimum budgeted surplus required by IEEE.

14.3.3 Budget Development Cycle

1. In the first Board of Governors meeting of the year, the treasurer provides a budget process overview to the board. Most of the budget items are predetermined by IEEE. The Finance Committee asks the program boards to identify new initiatives that will require funding in the following year's budget.

2. In the first half of the year, the vice presidents and chairs of each board and standing committee discuss and assess new initiatives and new activities that they would like to recommend for inclusion in next year's budget.

3. In April, Technical Activities (TA) finance managers distribute proposed-page-count budgets for each publication, based on historical production data. Starting with the historical baseline, the Computer Society staff creates an estimated budget for the pages

and presents it to the treasurer, vice treasurer, and the VP of Publications. The Publications Board approves, and the staff submits changes to the proposed page budget that is used as the basis for publication production expenses in the First View (target) budget.

4. In May and June, the Member and Geographic Activities (MGA) Board, along with staff, works on the renewal product offering (which includes any updates to the membership dues and periodicals) and sends it to the TA Membership and Periodical teams for next year's catalog. Member dues and periodical prices, pages and frequencies are approved by the Board of Governors and are approved by IEEE Board of Directors in June.

5. In late June or early July, each CS Program Board VP talks with their staff director to finalize each program area budget for the next year.

6. In June, the Finance Committee reminds the Board of Governors about the budget milestones and discusses new initiatives to be funded. The treasurer, working with the finance director and executive director, creates a running list of new initiatives and activities identified for possible new spending in the following year. The treasurer, executive director, and finance director then work with the Computer Society vice presidents to prioritize the list to allow for flexibility if the budget received from IEEE does not accommodate all new requests.

7. In July, the budget is developed in detail by the IEEE/TA finance team. They create and distribute the baseline budget called the First View (target) budget. The vice presidents and chairs of each board and standing committee, along with the staff, further refine and finalize the budget for their areas. The staff works on the estimation of revenue and expense for all the products and cost centers based on the historical data and any new proposed spending for activities and initiatives that weren't in the previous year's budget. The finance director consolidates all the information from all stakeholders and presents a draft to the treasurer.

8. In July or early August, the treasurer reviews, analyzes, questions, and approves the first pass budget. The treasurer presents the budget and financial reports to the Finance Committee for endorsement followed by an approval from the Board of Governors. The budget has to be updated in the IEEE financial system by mid-August.

9. Based on the IEEE's first-view budget release date and the budget submission deadline, the dates for the Finance Committee meeting and Board meeting dates are determined.

10. The final budget approved by the Board of Governors is sent to the IEEE by the IEEE deadline, typically in August.

14.3.4 Off-Cycle Budget Modifications

All proposals resulting in full-year equivalent budget modifications of over $100,000, including new off-cycle staff positions, shall 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.

All new staff positions shall be approved by the Computer Society Executive Director, the IEEE Managing Director of Technical Activities, and the IEEE Executive Director.

Out-of-cycle allocation of set-aside funds in any amount shall be approved by the Finance Committee.

14.3.5 Budget Amendments

The Board may, by resolution at any meeting or via between-meeting ballot as provided elsewhere in this manual, amend the budget for any line item, either implicitly or explicitly. An amendment should be within the overall approved annual budget, which cannot change once it is approved and submitted to IEEE. An explicit amendment states 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 off-budget cycle staff position, and other similar actions which affect the budget. The treasurer shall revise the budget as appropriate and the new budget is known as the amended budget.

14.4 EXPENDITURE APPROVAL

14.4.1 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 shall be approved according to current Computer Society regulations, operating guidelines and manuals for each program area.

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 Computer 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 to the treasurer on a regular and timely basis; and the treasurer will report these to the Finance Committee and the Board of Governors during regular meetings throughout the year.

14.4.2 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 Computer Society Executive Director may authorize variances from individual budget lines for office operations but may not exceed the approved total office operations budget.

14.4.3 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.

14.5 TRAVEL REGULATIONS

14.5.1 Permission to Travel Using Computer Society Funds

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

14.5.2 Staff Travel

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

14.5.3 Permissible Charges

All travel expenses should be reasonable and customary. Non-refundable economy class is the standard for IEEE business travel. Economy class is defined as the basic coach fare, which is the lowest fare offered by the airline. Economy class tickets that include an assigned seat are reimbursable. Upgrades such as extra leg room, priority boarding, Premium Economy, Economy Plus, or purchase of a "refundable" ticket, etc. are permissible if pre-approved by the Computer Society President. Any non-standard airfare purchased requires the additional approval by the Computer Society President.

Travel insurance for trip cancellation or lost baggage is permitted. Travel insurance for medical coverage or hybrid travel insurance policies that include any type of medical coverage will not be reimbursed. The Computer 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 airfare 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 timely and safe. 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 airfare 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 shall be accompanied by original receipts and justification.

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

14.5.4 Travel Expense Accounting – Procedure for Reimbursement

Requests for reimbursement are submitted electronically via the IEEE financial system for review and processing. If prior approval for travel has not been obtained, the reimbursement form shall 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 Computer 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.

14.6 RECEIPT AND DISBURSEMENT OF COMPUTER SOCIETY FUNDS

The treasurer is responsible for monitoring income, disbursements, and all Computer Society assets in keeping with Society policy.

Responsibility for disbursements is delegated by the treasurer to the Computer 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.

The treasurer reviews the financial reports and reports them to the Finance Committee and Board of Governors in the treasurer's report during each board meeting.

14.7 FINANCIAL ADMINISTRATION

Financial operation is performed in accordance with the *IEEE Finance Operations Manual*.

On a day-to-day basis, the Computer Society finance staff is responsible for monitoring and reporting the current year revenue, income, and expenditures relative to budget.

SECTION 15 SOCIETY FELLOW EVALUATING COMMITTEE

15.1 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.

15.1.1 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.

15.1.2 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.

15.1.3 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.

15.2.1 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.

15.2.2 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.

15.3 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 16 HISTORY COMMITTEE

16.1 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.

16.2 MEMBERSHIP

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

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. The president and executive director shall be *ex officio,* non-voting members of the History Committee.

16.3 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.

16.4 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 chair 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 17 HUMAN RESOURCES POLICIES

17.1 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.

17.2 STAFF ORGANIZATION

17.2.1 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.

17.2.2 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 18 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.

18.1   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.

For volunteer positions who are elected, all interested candidates who meet the requirements are encouraged to apply, regardless of the length and involvement of their previous volunteer service to the Computer Society.

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.

18.2   CONDUCT   OF   BUSINESS   BY VOLUNTEER ENTITIES

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

18.2.2 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.

18.2.3 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.

18.3 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 19 SOCIETY REPRESENTATIVES

19.1 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.

19.2 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.

19.3 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.

19.4 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.

19.5 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.

19.6 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.

19.7 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.

19.8 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 20 OMBUDSPERSON

20.1 OMBUDSPERSON

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

20.2 DUTIES AND RESPONSIBILITIES

20.2.1 The ombudsperson shall be a point of contact for reporting a dispute or complaint related to Society activities or volunteers. The ombudsperson will investigate, provide direction to the appropriate IEEE Computer Society or IEEE resources if necessary, or otherwise help settle these disputes at an appropriate level within the Society.

20.2.2 A brief notice, giving the email address and purpose of the ombudsperson, as a service to members, is published in each issue of Computer and posted on the Society's website. Requests sent to IEEE Computer Society email aliases that concern disputes or unresolved complaints shall be forwarded by staff to the ombudsperson.

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

a.   immediately acknowledging receipt of the complaint

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

c.   responding to the member with details of the actions taken and inviting them to correspond further if either this action does not solve the problem or if they remain dissatisfied.

20.2.4 The ombudsperson shall provide a year-end annual report to the Executive Committee for information.

SECTION 21 PRESIDENT EMERITUS

21.1 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."

21.2 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 22   DIVERSITY & INCLUSION COMMITTEE

22.1 PURPOSE AND SCOPE

The purpose of the Diversity & Inclusion Committee is to foster an environment in which all individuals are encouraged to participate and engage in Society activities and programs without regard to gender, race, age, national origin, sexual affiliation, gender identity, gender expression, affiliation, and other demographic factors. The Diversity & Inclusion Committee shall coordinate and promote activities across the Society that further the mission to serve and engage underrepresented groups in computer science and engineering. The Diversity & Inclusion Committee shall provide regular reports to the Board of Governors and recommend new initiatives to create a more diverse and inclusive Society.

22.2 MEMBERSHIP

The Diversity and Inclusion Committee shall consist of a Chair and eight members with staggered two-year terms. By 1 January of each year, the IEEE Computer Society President shall appoint four members to the Diversity & Inclusion Committee for a two-year term. Consideration shall be given to ensuring diversity in the Committee composition in both individual demographics, such as but not limited to, gender, race, age, geographic location, and affiliation, and areas of engagement with the Society, such as but not limited to, conferences, publications, membership, standards, and education. Appointed committee members may not serve more than one consecutive two-year term. The Society President and Executive Director shall be *ex officio*, non-voting members of the Committee.

The Chair of the Diversity & Inclusion Committee shall be elected annually by the Committee membership. Only Committee members with at least one year of Committee service will be considered for the Chair election. The Chair may be re-elected for a total of two annual terms. If a current member of the Committee is elected Chair or is unable to complete their two-year term, the President will appoint an additional member to fill the vacancy.

22.3 DUTIES AND RESPONSIBILITIES

The Diversity & Inclusion Committee shall:

1. Develop strategies to increase engagement of underrepresented groups within the IEEE Computer Society.

2. Develop strategies to increase representation of underrepresented groups and promote diversity within the Computer Society Board of Governors, program boards, committees, and membership.
3. Continually identify processes within the Computer Society that are barriers to representation and inclusion, and suggest improvements.
4. Support the T&C Board to promote Technical Committee initiatives and encourage best practices for IEEE CS sponsored conferences.
5. Support the MGA Board to promote diversity and inclusion in member engagement programs and chapter activities including the Distinguished Visitors and Young Professionals programs.
6. Support the SAB Board to promote industrial participation through the SAB Industry Engagement Committee.
7. Support the Publications Board to promote diversity and inclusion in Editor in Chief and Editorial Board appointments.
8. Support the Nominations Committee with its efforts to attract a diverse and inclusive pool of potential nominees to be considered for Computer Society leadership positions.
9. Promote diversity and inclusion with the Computer Society Awards and the IEEE Fellows committees and programs.
10. Collect, analyze, and set goals for diversity metrics across the Computer Society Board of Governors, program boards and committees, and major Society activities. Report progress toward goals to the Board of Governors annually.
11. Collaborate with IEEE committees and groups in diversity and inclusion. Collaborate with other active groups in diversity, such as IEEE Women in Engineering (WIE) Committee, CRA-WP and the Anita Borg organization. Recommend to the Computer Society President-elect the appointment of the Society representative to the IEEE WIE Committee.

SECTION 23 DIVISION NOMINATING COMMITTEE

23.1 DUTIES

The Division Nominating Committee shall recommend IEEE Division Delegate-Director-Elect candidates to the Board of Governors in compliance with IEEE bylaws and IEEE Technical Activities Board (TAB) policies.

The Division Nominating Committee shall also solicit annually from within the Computer Society the names of potential candidates to be considered by the TAB Nominations & Appointments (N&A) Committee for service on TAB committees. The TAB N&A Committee will provide the Division Nominating Committee with information about the openings on TAB committees and the respective criteria for membership on those committees.

23.2 MEMBERSHIP

The Division Nominating Committee shall consist of members as defined in Article II of the bylaws. Members shall serve a two-year term. The chair shall be a non-voting member and is not eligible to be considered for nomination by the committee.

Neither the chair nor any other Division Nominating Committee members shall be a sitting member of IEEE Tellers Committee, IEEE Election Oversight Committee, or the IEEE Board of Directors, and if named to one of these committees, must immediately resign from the Division Nominating Committee.

The IEEE Computer Society President shall notify IEEE Corporate Activities and the TAB N&A Committee of the selected Division Nominating Committee members no later than 1 June.

23.3 DIVISION DIRECTOR-ELECT NOMINATIONS

The *TAB Operations Manual* describes the timeline and process for the Division Delegate-Director-elect call for nominations and the eligibility review of potential nominees. The call for nominations shall be distributed within the Division no later than 15 June of the year preceding the election, and all nominations must be received by 15 August. By 15 October, all potential nominees are reviewed for eligibility and eligible nominations are sent to the Division Nominating Committee. All nominees must be current IEEE and IEEE Computer Society members.

The Division Nominating Committee shall decide how many candidates to place on the slate but the slate must include at least two candidates and may have a maximum of three candidates. The Division Nominating Committee shall make its candidate recommendations to the current Board of Governors at least two weeks prior to the Board meeting at which the Board will approve the slate by secret ballot.