APPROVED MINUTES
IEEE COMPUTER SOCIETY
EXECUTIVE COMMITTEE MEETING

24 May 2001
Renaissance Madison Hotel
Seattle, Washington, USA

1. Call to Order - *Pollock*

A meeting of the IEEE Computer Society Executive Committee was held at 4:00 p.m. on 24 May 2001 at the Renaissance Madison Hotel in Seattle, Washington, USA. Benjamin W. Wah, president, chaired, with Wolfgang Giloi as his secretary.

2. Roll Call - *Giloi*

A roll call was held as follows:

A. Franchised Members:

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

B. **Ex officio Members (without vote):**

James H. Aylor, EIC, *Computer*, absent
Doris L. Carver, IEEE Division V Director, present
Anne Marie Kelly, Acting Executive Director, present
Thomas W. Williams, IEEE Division V Director, present

3. Introduction of Guests - *Wah*

The following guests and staff were present:

Angela R. Burgess
Violet S. Doan
Lynne Harris
John C. Keaton
Christine Shum Lee
Mary-Louise Piner
Richard J. Price
Mary-Kate Rada

4. Approval of Agenda - *Wah*

Motion 4: Engel moved, Giloi seconded, "MOVED, that the agenda be approved with the following changes:" Motion carried by voice vote.

Item 24:
- A. Section 3
- B. Section 4
- C. Section 5
- D. Section 9.9
- E. Section 15
- F. Section 16.1.1
- G. Section 18
- H. Section 22.3

Item 27: Executive Director Search

Item 36: A. Ad Hoc Committee Report

5. BLANK

6. Approval of Minutes of the 22 February 2001 Meeting - *Giloi*

Motion 6: Giloi moved, "MOVED, that the minutes of the 22 February 2001 meeting be approved as is:" Motion carried by voice.

7. Report of the President - *Wah*

President Wah gave an oral report (see pages 7-1 and 7-2 of the *Agenda Book*).

8. Report of the Treasurer - *Diamond*

Diamond gave the report of the treasurer (see pages 8-1 thru 8-32 of the *Agenda Book*).

9. Report of the Acting Executive Director - *Kelly*

Kelly reported on recent activity in the society (see pages 9-1 through 9-4 of the *Agenda Book*).

10. Status of Action Items - *Giloi*

The secretary reviewed the status of action items as of 5 May 2001 (see pages 10-1 and 10-2). Items 1, and 3 remain open.

ACTION ITEMS

11. BLANK

12. BLANK

13. 2002 Periodical Page Budgets, Frequencies, Prices, and Digital Library Prices - *Diamond*

Motion 13: Diamond moved for the Finance Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves the 2002 periodical page budgets, frequencies, prices, and digital library prices as recommended by the Treasurer, as amended." Motion carried by voice vote.

Title	Frqncy	Edtrl Pgs	Mbr Paper	Mbr Elctrnc	Mbr Combo	Stdnt	NM (paper)	OS (paper)	SS (paper)
TC	12	1,456	38	30	49	19	1,130	68	115
TSE	12	1,200	36	29	47	18	1,040	66	113
TPAMI	12	1,456	40	32	52	20	1,050	70	117
TKDE	6	1,416	37	30	48	19	760	67	114
TPDS	12	1,392	38	30	49	19	830	68	115
TVLSI	6	1,000	28	—	—	14	670	28	43
TNET	6	960	39	—	—	20	350	39	66
TVCG	4	400	30	24	39	15	560	60	107
TM	4	464	36	—	—	18	350	66	113
Computer	12	1,224	34	—	—	—	940	N/A	111
CG&A	6	612	37	30	48	19	600	67	114
Micro	6	564	35	28	46	18	565	65	112
D&T	6	648	35	28	46	18	485	65	112
Software	6	644	42	34	55	21	615	72	119
Intellig Systms	6	564	35	28	46	18	560	65	112
Annals	4	376	29	23	38	15	365	59	**41**
CiSE	6	612	40	32	52	20	**510**	70	117
Multimedia	4	408	33	26	43	17	490	63	110
Internet Comp	6	594	37	30	48	19	565	67	114
IT Professionl	6	360	38	30	49	19	495	68	115
TMC	4	512	28	—	—	14	450	58	104
Pervasive Comp	4	408	39	31	51	20	450	44	56

2002 Member and Nonmember Digital Library Prices

Member:		
Member Digital Library Subscription (MDLS)	$	99
Student Member Digital Library Subscription	$	49
Nonmember:		
Computer Society Library Subscription Plan (CSLSP)		
CSLSP	$	9,095
CSLCP-***e***	$	11,295
Combo	$	14,895
IEL/APP Subscribers	$	9,095

14. Member Fee for 2001 - *Diamond*

Motion 14: Diamond moved for the Finance Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves the society membership fee for 2002 at $35.00." Motion carried by voice vote.

15. BLANK

16. BLANK

17. BLANK

18. 2001 Budget Amendments - *Diamond*

A. Capital Budget

None.

B. Operating Budget

None.

19. BLANK

20. BLANK

21. BLANK

22. BLANK

23. Amendments to the Society Bylaws – *King*

None.

24. *Policies & Procedures Manual* Revisions - *King*

A. Section 3, Board of Governors

Withdrawn.

B. Section 4, Executive Committee

Motion 24B: King moved for the Constitution & Bylaws Committee, " MOVED, that the Executive Committee of the IEEE Computer Society approve the following revisions to the *Policies & Procedures Manual* Section 4, Executive Committee." Motion carried.

SECTION 4 EXECUTIVE COMMITTEE

4. INTRODUCTION

4.1 Composition

The Executive Committee shall consist of the following members ~~officers~~ :

- President
- President-elect
- Past President
- First Vice President
- Second Vice President
- Vice Presidents
- Secretary
- Treasurer
- IEEE Division V Director (elect)
- IEEE Division VIII Director (elect)
- *Computer* Editor-in-Chief

The IEEE directors, director-elect, Computer Editor-in-chief shall be ex officio members , without vote, unless holding a vote as a franchised member of the Executive Committee. (See Bylaws Article IV Section 1)

The chief staff executive shall be an *ex officio*, nonvoting member of the Executive Committee. The chief staff executive shall appoint members of the staff to provide primary support to each program board and standing committee.

4.2 Powers and Duties

The Executive Committee shall serve as the volunteer oversight body for staffing, facilities, capital expenditures, and other matters relating to the operation of the society *(see Bylaws Section 2~~5~~, Article IV).*

The Executive Committee shall act for the board on subjects for which it has been authorized by the board. (see Section IV, Article 3 of Bylaws)

Initiate modifications and amend the PPM based on the recommendations of the Constitution and Bylaws Committee (PPM Article 1.4)

To approve $100,000 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.

C. Section 5, Officers

Motion 24C: King moved for the Constitution and Bylaws Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves the following revisions to the *Policies & Procedural Manual*, Section 5, Officers." Motion carried.

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. Chairs the Board of Governors and the Executive Committee. Provides leadership and direction for officers and society programs.

5.1.2 Contacts
Wide ranging, at all levels of members, volunteers, and staff of the society, IEEE, and external organizations. The primary staff contact is the Chief Staff Executive.

5.1.3 Position Responsibilities
1. Sets and directs achievement of overall society objectives.

2. Appoints executive committee members, standing committee standing chairs and other officers and representatives. May appoint ad hoc committees as he/she may deem desirable.

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

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

-Board of Governors
-Executive Committee

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

6. Presides over board and committee meetings to ensure achievement of objectives and attention to major issues and purposes.

7. Serves as a franchised member ex officio of the:

- Constitution & Bylaws Committee
- Finance Committee
- Intersociety Cooperation Committee
- Personnel & Compensation Committee
- Planning Committee

8. Serves as point of conflict resolution.

9. Represents the society to the IEEE Technical Activities Board.

10. Represents the society to external organizations.

11. Identifies and develops potential future volunteer leaders for the society.

12. Trains board members and encourages active participation by Board of Governors and members in Computer Society activities.

13. Maintains handbook(?) and ensures web currency.

14. Prepares status reports for the Board of Governors.

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 Contacts

Wide ranging, at all levels of members, volunteers, and staff of the society, IEEE, and external organizations. The primary staff contact is the chief staff executive.

5.2.3 Position Responsibilities

Assists the president in setting and achieving overall society objectives.

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
   -Personnel & Compensation Committee
   -Planning Committee

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

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

5. Serves as a franchised member ex officio of the:

   -Board of Governors
   -Executive Committee
   -Finance Committee
   -Intersociety Cooperation Committee
   -Membership Committee

6. Appoints a member of the Nominations Committee

7. Selects the sites and dates of the board meetings two years in advance.

8. Assists the president in identifying potential leaders.

9. Trains board members and encourages active participation by Board of Governors and members in Computer Society activities.

10. Performs other duties as assigned by the president or by the board.

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 society programs.

5.3.2 Contacts

Wide ranging, at all levels of members, volunteers, and staff of the society, IEEE, and external organizations. The primary staff contact is the Chief Staff Executive.

5.3.3 Position Responsibilities

1. Assists the president in setting and achieving overall society objectives.

2. Provides counsel to the president in making executive committee, standing committee, and other appointments.

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

-Intersociety Cooperation Committee
-Nominations Committee
-Membership Committee

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

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

6. Serves as a franchised member ex officio of the:

-Board of Governors
-Executive Committee
-Constitution & Bylaws Committee
-Finance Committee
-Personnel & Compensation Committee
-Planning Committee

7. Assists the president in identifying potential leaders.

8. Trains board members and encourages active participation by Board of Governors and members in Computer Society activities.

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

10. Ensures web currency.(?)

11. Performs other duties as assigned by the president or by the board.

5.4 FIRST VICE PRESIDENT

5.4.1 Position Function

Is second in succession to the chief elected officer and president-elect. Provides counsel and assistance to the president and other volunteer leaders. Provides leadership and direction for officers and society programs.

5.4.2 Contacts

Wide ranging, at all levels of members, volunteers, and staff of the society, IEEE, and external organizations. The primary staff contact is the chief staff executive.

5.4.3 Position Responsibilities:

1. Serves as a franchised member ex officio of the Executive Committee and Board of Governors.
2. Executes a portfolio as assigned by the president.
3. Presides over board and committee meetings to ensure achievement of objectives and attention to major issues and purposes.
4. Ensure web currency of the assigned portfolio.
5. Assists the president in setting and achieving overall society objectives.
6. Provides counsel to the president in making executive committee, standing committee, and other appointments.
7. Arrange for CS overview presentation by the chief staff executive(?).
8. Trains board members and encourages active participation by Board of Governors and members in Computer Society activities.

5.5 SECOND VICE PRESIDENT

5.5.1 Position Function

Is third in succession to the chief elected officer, president-elect and first vice-president. Provides counsel and assistance to the president and other volunteer leaders. Provides leadership and direction for officers and society programs.

5.5.2 Contacts

Wide ranging, at all levels of members, volunteers, and staff of the society, IEEE, and external organizations. The primary staff contact is the Chief Staff Executive.

5.5.3 Position Responsibilities

1. Serves as a franchised member ex officio of the Executive Committee and Board of Governors. Arrange for CS overview presentation by the chief staff executive.
2. Executes a portfolio as assigned by the president.
3. Presides over board and committee meetings to ensure achievement of objectives and attention to major issues and purposes.

4. Ensures web currency of the assigned portfolio.

5. Assists the president in setting and achieving overall society objectives.

6. Provides counsel to the president in making executive committee, standing committee, and other appointments.

7. Arrange for CS overview presentation by the chief staff executive(?).

8. Trains board members and encourages active participation by Board of Governors and members in Computer Society activities.

5.6 SECRETARY

5.6.1 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. Serves as a member of the Board of Governors, elected to the office of secretary by the board.

5.6.2 Contacts

Primary staff contact is the Administrative Services Manager as assistant secretary.

5.6.3 Position Responsibilities

1. Serves as a franchised member ex officio of the Executive Committee and the Finance Committee.

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

3. Ensures that appropriate permanent records are maintained.

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

5. Receives and accepts the ballot counts for society elections, and notifies the candidates, officers, and membership of the election results.

6. Assists with overall society interfaces to non-CS entities.

7. Assists the president in setting and achieving overall society objectives.

8. Assists the president in identifying potential leaders.

9. Trains board members and encourages active participation by Board of Governors and members in Computer Society activities.

10. Ensures web currency.(?)

11. Performs other duties as assigned by the president or by the board.

5.6.4 Assistant Secretaries

The incumbents of the staff positions of chief staff executive, chief financial officer, and administrative services manager are designated assistant secretaries of the board, and in that capacity are authorized to certify board actions for the secretary.

5.7 TREASURER

5.7.1 Position Function

Serves as the chief volunteer financial officer. Provides leadership and direction for volunteers and society programs. Reports to the membership on the financial state of the society.

5.7.2 Contacts

Has wide ranging contacts at all levels throughout the society, IEEE, and IEEE(?) TAB. Primary staff contact is the Chief Financial Officer.

5.7.3 Position Responsibilities

1. Serves as a member ex officio of the Board of Governors and as a franchised member ex officio of the Executive Committee.
2. Serves as a franchised member ex officio and chair of the Finance Committee (FinCom).
3. Directs the preparation of meeting agendas and distributes relevant information to all members prior to the meeting.
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.
10. Assists the president in setting and achieving overall society objectives.
11. Assists the president in identifying potential future leaders.
12. Trains board members and encourages active participation by Board of Governors and members in Computer Society activities.
13. Ensures web currency.
14. Performs other duties as assigned by the president or by the board.

5.8 VICE PRESIDENTS' DUTY AND POWERS OF APPOINTMENT

Each vice president shall interpret and guide the respective board's activities as specified in Articles VI through XII 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. This list shall form part of the *Directory of Volunteer Leaders and Staff*.

5.9 VICE PRESIDENT FOR CHAPTERS ACTIVITIES

5.9.1 Position Function

Provides policy direction for the Chapters Activities Board. Provides leadership and direction for volunteers and society programs.

5.9.2 Contacts

Wide ranging, at all levels of members, volunteers, and staff of the society, IEEE, including chapters. The two primary staff contacts are the Director, Volunteer Services, and the Chief Financial Officer.

5.9.3 Position Responsibilities

1. Serves as a member ex officio of the Board of Governors and as a franchised member ex officio the Executive Committee**.**
2. Chairs the Computer Society Chapters Activities Board (CAB), and ensures attention to major issues and purposes.
3. Assists the president in setting and achieving overall society objectives.
4. Appoints members of the CAB.
5. Directs development of CAB objectives.
6. Informs the CAB members and subcommittees of CAB objectives and their expected individual contributions and responsibilities.
7. Directs the preparation of meeting agendas and distributes relevant information to all members prior to the meeting.
8. Prepares CAB status reports for the Board of Governors.
9. Appoints one member to the Membership Committee.
10. Recommends changes in chapters policy to the Board of Governors.
11. Assists the president in identifying potential leaders.
12. Promotes chapter/society communication and chapter activities.
13. Promotes student activities and programs to serve student members of the society.
14. Assures the continued vitality of the affiliate program.
15. Oversees the Distinguished Visitors Program.
16. Oversees the Chapters Tutorial Program.

17. Serves as a focal point for working with appropriate IEEE entities, especially the Membership Development Committee and appropriate committees of the IEEE RAB.

18. Reviews and recommends updates to relevant sections of the Policies & Procedures Manual.

19. Seeks out opportunities for cross-board cooperation and collaboration.

20. Arrange for CS overview presentation by the chief staff executive.

21. Trains board members and encourages active participation by Board of Governors and members in Computer Society activities.

22. Maintains handbook and ensures web currency.

23. Performs other duties as assigned by the president or by the board.

5.10 VICE PRESIDENT FOR CONFERENCES & TUTORIALS

5.10.1 Position Function

Provides policy direction to the Conferences & Tutorials Board. Provides leadership and direction for volunteers and society programs.

5.10.2 Contacts

Has wide contacts both internal and external to the society, IEEE, including conference organizers, volunteers, and other co-sponsor organizations. The primary staff contact is the Director, Volunteer Services.

5.10.3 Position Responsibilities

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

2. Chairs the Conferences & Tutorials Board (C&T), and ensures attention to major issues and purposes.

3. Assumes responsibility for C&T Board finances, operations, assessment, and planning.

4. Appoints members of the C&T Board.

5. Directs development of C&T Board objectives.

6. Informs the C&T Board members and subcommittees of board objectives and their expected individual contributions and responsibilities.

7. Directs the preparation of meeting agendas and distributes relevant information to all members prior to the meeting.

8. Reviews and approves conference budgets up to 2% of the total society expenditures.

9. Reviews and presents to the Board of Governors conference budgets over 2% of the total society expenditures.

10. Plan and approve schedule and budget for award ceremonies for each conference when applicable.

11. Prepares C&T Board status reports for the Board of Governors.

12. Recommends changes in conference policy to the Board of Governors.

13. Encourages active participation by C&T Board members in other Computer Society activities.

14. Appoints one member to the Membership Committee

15. Assists the president in identifying potential leaders.

16. Works with the society representative to the IEEE TAB Technical Meetings Council to insure appropriate input/coverage/communications between the society and this IEEE council.

17. Directs preparation of the C&T Board budget.

18. Reviews and recommends updates to relevant sections of the Policies & Procedures Manual.

19. Maintains handbook and ensures web currency.

20. Arrange for CS overview presentation by the chief staff executive.

21. Seeks out opportunities for cross-board cooperation and collaboration.

22. Assists the president in setting and achieving overall society objectives.

23. Trains board members and encourages active participation by Board of Governors and members in Computer Society activities.

24. Performs other duties as assigned by the president or by the board.

5.11 VICE PRESIDENT FOR EDUCATIONAL ACTIVITIES

5.11.1 Position Function

Provides policy direction to the Educational Activities Board. Provides leadership and direction for volunteers and society programs.

5.11.2 Contacts

Wide ranging, at all levels of members, volunteers, and staff of the society, IEEE, and external organizations. The primary staff contact is the Director, Volunteer Services.

5.11.3 Position Responsibilities

1. Chairs the Educational Activities Board (EAB), and ensures attention to major issues and purposes.

2. Serves as a member ex officio of the Board of Governors and as a franchised member ex officio the Executive Committee.

3. Assumes responsibility for EAB Board finances, operations, assessment, and planning.

4. Appoints members of the EAB Board.

5. Directs development of EAB Board objectives.

6. Informs the EAB Board members and subcommittees of board objectives and their expected individual contributions and responsibilities.

7. Directs the preparation of meeting agendas and distributes relevant information to all members prior to the meeting.

8. Recommends candidates for the CSAB Board of Directors to the president.

9. Recommends candidates for program evaluators to CSAB/ABET through IEEE-EAB Committee on Engineering Accreditation Activities.

10. Appoints a member of the IEEE-EAB Accreditation Policy Committee.

11. Prepares EAB status reports for the Board of Governors.

12. Recommends changes in EAB policy to the Board of Governors.

13. Encourages active participation by EAB Board members in other Computer Society activities.

14. Appoints one member to the Membership Committee

15. Assists the president in identifying potential leaders.

16. Serves as a focal point for working with outside entities such as IEEE EdSoc, ADMI, etc.

17. Directs preparation of the EAB Board budget.

18. Reviews and recommends updates to relevant sections of the Policies & Procedures Manual.

19. Maintains handbook and ensures web currency.

20. Arrange for CS overview presentation by the chief staff executive.

21. Seeks out opportunities for cross-board cooperation and collaboration.

22. Assists the president in setting and achieving overall society objectives.

23. Trains board members and encourages active participation by Board of Governors and members in Computer Society activities.

24. Performs other duties as assigned by the president or by the board.

5.13 VICE PRESIDENT FOR PUBLICATIONS

5.13.1 Position Function

Provides policy direction for the Publications Board. Provides leadership and direction for volunteers and society programs.

5.13.2 Contacts

Wide ranging, at all levels of members, volunteers, and staff of the society, IEEE, including editors-in-chief, staff editors, and authors. The primary staff contact is the Publisher.

5.13.3 Position Responsibilities

1. Chairs the Publication Activities Board (Pubs), and ensures attention to major issues and purposes.

2. Assumes responsibility for Pubs Board finances, operations, assessment, and planning.

3. Appoints members of the Pubs Board.

4. Directs development of Pubs Board objectives. Informs the Pubs Board members and subcommittees of board objectives and their expected individual contributions and responsibilities.

5. Directs the preparation of meeting agendas and distributes relevant information to all members prior to the meeting.

6. Appoints Magazine and Transactions Operations Committees chairs.

7. Appoints ad hoc search committees for editors-in-chief for the periodical editorial boards.

8. Recommends EIC reimbursed expense and editorial page budgets to the Finance Committee.

9. Presents proposals for new periodicals to the Board of Governors. Prepares Pubs Board status reports for the Board of Governors.

10. Recommends changes in publications policy to the Board of Governors.

11. Encourages and supports the editors-in-chief in their leadership of the periodicals.

12. Monitors EIC performance in coordination with the Magazine Operations Committee and Transactions Operations Committee chairs.

13. Appoints one member to the Membership Committee

14. Assists the president in identifying potential leaders.

15. Maintains close liaison with the representative(s) to the IEEE TAB Periodicals and Products Councils.

16. Recommends candidates for the IEEE TAB Publications Products and IEEE TAB Periodical Councils.

17. Directs preparation of the Pubs Board budget.

18. Reviews and recommends updates to relevant sections of the Policies & Procedures Manual.

19. Maintains handbook and ensures web currency.

20. Arrange for CS overview presentation by the chief staff executive.

21. Seeks out opportunities for cross-board cooperation and collaboration.

22. Assists the president in setting and achieving overall society objectives.

23. Trains board members and encourages active participation by Board of Governors

24. Maintains handbook(?) and ensures web currency.

25. Performs other duties as assigned by the president or by the board.

5.14 VICE PRESIDENT FOR STANDARDS ACTIVITIES

5.14.1 Position Function

Provides policy direction to the Standards Activities Board. Provides leadership and direction for volunteers and society programs.

5.14.2 Contacts

Has wide contacts both internal and external to the society, IEEE, and standards making organizations, including sponsors, working group chairs, volunteers, and staff. The primary staff contact is the Director, Volunteer Services.

5.14.3 Position Responsibilities

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

2. Chairs the Standards Activities Board (SAB), and ensures attention to major issues and purposes.

3. Assumes responsibility for SAB Board finances, operations, assessment, and planning.

4. Appoints members of the SAB Board.

5. Directs development of SAB Board objectives.

6. Informs the SAB Board members and subcommittees of board objectives and their expected individual contributions and responsibilities.

7. Directs the preparation of meeting agendas and distributes relevant information to all members prior to the meeting.

8. Ensures appropriate representation of Computer Society standards interests at the IEEE Standards Board.

9. Monitors election of sponsor officers.

10. Oversees the activities of CS sponsored technical advisory groups.

11. Prepares SAB Board status reports for the Board of Governors.

12. Recommends changes in standards policy to the Board of Governors.
13. Encourages active participation by SAB Board members in other Computer Society activities.
14. Appoints one member to the Membership Committee
15. Assists the president in identifying potential leaders.
16. Directs preparation of the SAB Board budget.
17. Reviews and recommends updates to relevant sections of the Policies & Procedures Manual.
18. Promotes improved TC - Sponsor relationships.
19. Seeks out opportunities for cross-board cooperation and collaboration.
20. Trains board members and encourages active participation by Board of Governors and members in Computer Society activities.
21. Maintains handbook and ensures web currency.
22. Performs other duties as assigned by the president or by the board.

5.15 VICE PRESIDENT FOR TECHNICAL ACTIVITIES

5.15.1 Position Function

Provides policy direction to the Technical Activities Board. Provides leadership and direction for volunteers and society programs.

5.15.2 Contacts

Has wide contacts both internal and external to the society, including TC chairs, newsletter editors, volunteers, and staff. The primary staff contact is the Director, Volunteer Services.

5.15.3 Position Responsibilities

1. Serves as a member ex officio of the Board of Governors and as a franchised member ex officio the Executive Committee**.**
2. Chairs the Technical Activities Board (TAB), and ensures attention to major issues and purposes.
3. Assumes responsibility for TAB Board finances, operations, assessment, and planning.
4. Appoints members of the TAB Board.
5. Directs development of TAB Board objectives.
6. Informs the TAB Board members and subcommittees of board objectives and their expected individual contributions and responsibilities.

7. Directs the preparation of meeting agendas and distributes relevant information to all members prior to the meeting.

8. Monitors Technical Segment Committees.

9. Recommends to the Board of Governors proposals for new technical committees/councils and proposals for terminating existing technical committees and task forces.

10. Monitors the election of technical committee/council and task force officers.

11. Encourages alternative activities for TCs.

12. Promotes improved TC - sponsor relationships.

13. Prepares TAB Board status reports for the Board of Governors.

14. Recommends changes in TAB policy to the Board of Governors.

15. Encourages active participation by TAB Board members in other Computer Society activities.

16. Appoints one member to the Membership Committee

17. Assists the president in identifying potential leaders.

18. Works with the society representative to the IEEE TAB Technical Meetings Council to insure appropriate input/coverage/communications between the society and this IEEE council.

19. Directs preparation of the TAB Board budget.

20. Reviews and recommends updates to relevant sections of the Policies & Procedures Manual.

21. Maintains handbook and ensures web currency.

22. Arrange for CS overview presentation by the chief staff executive.

23. Seeks out opportunities for cross-board cooperation and collaboration.

24. Trains board members and encourages active participation by Board of Governors and members in Computer Society activities.

25. Maintains handbook and ensures web currency.

26. Performs other duties as assigned by the president or by the board.

5.16 DIVISION DIRECTOR AND DIRECTOR-ELECT

5.16.1 Position Function

Represents the Computer Society membership on the IEEE Board of Directors and the Technical Activities Board (TAB). Provides leadership and direction for society volunteers and programs. Serves on the IEEE Board of Directors and as a member ex officio of the Computer Society Board of Governors and Executive Committee.

5.16.2 Contacts

Has wide ranging contacts at all levels of members, volunteers, and staff throughout the society, IEEE, and TAB. The primary staff contact is the Chief Staff Executive.

5.16.3 Position Responsibilities

1. Functions as a communication link between the society and the TAB Chair.

2. Assists the president in setting and achieving overall society objectives.

3. Encourages and assists society leaders to meet the needs of their members.

4. Coordinate schedule with alternate Division Director to ensure that all IEEE ExCom meetings are attended.

5. Recommends to the president candidates as representatives to SSIT Adcom, TAB, and division coordinators.

6. Assists the president in identifying potential leaders.

7. Investigates and initiates cooperative actions which are beneficial to both the society and the institute.

8. Ensures that society interests receive due consideration within the institute.

9. Trains board members and encourages active participation by Board of Governors and members in Computer Society activities.

10. Performs other duties as assigned by the president or by the board.

5.17 Editor-in-Chief, COMPUTER

Other than the normal duties of an EIC, serves as a member ex officio of the Board of Governors and the Executive Committee

D. Section 9.9, Publications, Reuse of Intellectual Property

Motion 24D: King moved for the Constitution & Bylaws Committee, " MOVED, that the Executive Committee of the IEEE Computer Society approve the following revisions to the *Policies & Procedures Manual* Section 9.9, Reuse of Intellectual Property." Motion carried.

9.9 Reuse of Intellectual Property

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

9.9.1. The IEEE requires that all technical, educational and professional publications of the Institute, except newsletters, but including Society and Technical Council Newsletters, be copyrighted by the IEEE. (IEEE PPM 6.2.5.B.2) In the case of jointly sponsored conferences, IEEE recognizes the right of another qualified sponsor to hold the copyright and administer all copyright matters on behalf of the IEEE and its author, provided, however, that such right shall be the subject of a written agreement between IEEE and the qualified sponsor. Except in the case of a conference which is incorporated and maintains its own permanent administrative office, a conference is not considered a sponsor and may not hold a copyright to IEEE material. (IEEE PPM 6.2.5.B.5)

9.9.2~~1~~ Conference Proceedings

~~1. The Computer Society requires that original papers in the proceedings of meetings it sponsors, cosponsors, or cooperates in be copyrighted and provides that individual papers may be reused/republished if the original copyright holder is appropriately informed (Section 6.17).~~

~~2.~~1. Each conference shall be allowed to post its proceedings on its official conference Website, according to policies ~~set by its own Program Committee.~~ a~~A~~s stated in the Technical Meetings Handbook.

~~3.~~2. The Computer Society shall collect the accepted papers for every conference it sponsors and cosponsors, and cooperates in and shall have the right to place them~~it~~ in its digital collections, according to policies set by the IEEE-CS Publications Board.

~~4.~~3. Conferences may not offer individual papers or collections of paper for reuse without the written permission of the IEEE, in accordance with IEEE copyright policy.

~~5.~~4. Revenues generated from the inclusion of proceedings in the Digital Library or other collections shall be distributed in accordance with policies set by the Finance Committee and the Board of Governors.

9.9.3~~2~~ Periodicals

1. The Computer Society invests heavily in the development of the content for periodicals and shall control the reuse of this intellectual property.
2. Except for authors posting their own work on their own Web sites, individual papers or collections of papers from Computer Society periodicals shall not be posted on servers other than the official Society dissemination servers.
3. Any reuse of intellectual property from periodicals in collections shall require the written permission of the IEEE ~~Society Publisher~~.

E. Section 15, Elections

Motion 24E: King moved for the Constitution & Bylaws Committee, " MOVED, that the Executive Committee of the IEEE Computer Society approve the following revisions to the *Policies & Procedures Manual* Section 15, Elections." Motion carried.

SECTION 15 ELECTIONS

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

1. The petition candidate shall meet the qualifications for the office sought as specified by IEEE and Computer Society bylaws;

2. The petition candidate shall personally notify, in writing or via e-mail, the society's secretary and assistant secretary of his/her intention to run as a petition candidate, stating the position to be sought. Notification may be sent in the year during which the petition candidate seeks inclusion on the ballot, no sooner than the day after the date on which the society's Board of Governors approves the slate of candidates for the position sought;

3. Petition "signatures" may be forwarded to the society's secretary and assistant secretary via mail, fax or e-mail. Each petition "signature" shall include: the name of the candidate who is being supported; the office for which the candidate is being supported; and the name and member number of the individual submitting the petition "signature";

All petition "signatures" shall be received by the society's secretary and assistant secretary no later than the last business day in July in the year in which the petition candidate seeks to be placed on the election ballot;

4. The Publications Office shall receive the candidate statements, biographies, and pictures by the last business day in July.

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

15.3 Election Results to be Sent to Each Candidate
The chief staff executive 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.

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

F. SECTION 16.1.1, BUDGET DEVELOPMENT

Motion 24F: King moved for the Constitution & Bylaws Committee, " MOVED, that the Executive Committee of the IEEE Computer Society approve the following revisions to the *Policies & Procedures Manual* Section 16.1.1, Budget Development." Motion carried.

16.1.1 Budget Development

The committee is responsible for coordinating the budget development process.

1. Each year at the spring (first) meetings week, the Finance Committee will provide each program board with a budgetary target (or targets) for the following year.

2. Five months prior to the IEEE deadline, each program board will submit to the treasurer a plan and budget that meets the assigned targets, whether it is a limit on the program subsidy or a surplus of a certain size. The plan and budget will be constructed in budget decision module form with the aim of facilitating endorsement or amendment at subsequent steps in the budget approval process. Plans which require initial investments in a multi-year context are permitted. All new unfunded initiatives and plans are due five months prior to the IEEE deadline.

3. Any board may submit an appeal of its assigned target(s) with its plan and draft budget, attempting to demonstrate to the Finance Committee, Executive Committee, and/or Board of Governors why it should be amended. However, such an appeal shall not relieve the board of its responsibility to construct a plan and budget that will meet the target as assigned, but that plan may be supplemented with arguments as to why the target is inappropriate.

4. At the second meeting of the year the Finance Committee will review the recommended plans and make its recommendations regarding page budgets and pricing to the Executive Committee and Board of Governors for ultimate review and approval. This action, taken in the context of preliminary approval of all the other program budgets, largely establishes the income of the society for the following year.

5. At the second meeting of the year the Finance Committee will provide comments and suggestions, and possibly revised targets, for all program boards.

6. All program boards will submit to the treasurer final plans and budgets to meet their targets two (2) months prior to the IEEE deadline.

7. The Finance Committee will prepare a draft recommended budget for circulation 30 days prior to the IEEE deadline. The Finance Committee will consider any further information or appeals that any of the program boards wish to suggest, meeting in a formal hearing format.

8. The Finance Committee's final recommendations for the following year's budget will be presented to the Board of Governors for review, amendment, and approval no less than 15 days prior to the IEEE deadline[1].

9. The final approved budget by the Board of Governors will be sent to the IEEE by the ~~1 September~~ (IEEE deadline).

~~10. After the first year cycle (1991) of this modified budgeting and planning process the Finance Committee will extend the planning horizon by providing the~~

[1] The current IEEE deadline is 1 September.

~~budgetarytargets for two years out at the first meeting of the year, and each plan and budfet developed by the program boards will be required to include a second projected year budget in addition to the budget plan for the following year.~~

~~11. Beginning with the third year (1993) of implementation of this process, the budgetaryplanning horizon will be extended to three years.~~

10. The budgetary planning horizon is three years.

G. Section 18, Nominations Committee

Motion 24G: King moved for the Constitution & Bylaws Committee, " MOVED, that the Executive Committee of the IEEE Computer Society approve the following revisions to the *Policies & Procedures Manual* Section 18, Nominations Committee amended." Motion carried.

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

18.2 SELECTION OF COMMITTEE MEMBERS
The members of this committee are selected/appointed according to the procedure specified in Section 12 of the Bylaws. All members should be selected on or before January 1 of the year in which they will serve.
To avoid potential conflict of interest, a person should not serve as a franchised member of the board of governors and an IEEE division director at the same time.

18.3 BOARD OF GOVERNORS AND OFFICERS
The Nominations Committee shall make its nominations for Board of Governors positions and the officer positions of president-elect, first vice president and second vice president as set forth in Article II of the bylaws. When vacancies occur on the Board of Governors, the Nominations Committee also shall provide to the Board nominees to fill these vacancies at the earliest possible date.

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

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

18.6 BOARD CANDIDATE REQUIREMENTS

The Nominations Committee shall make all potential board candidates aware of the travel requirements of Section 3.2 and and e–mail requirements (Section 3.3) prior to soliciting their willingness to serve.

H. Section 22.3, Membership

Motion 24H: King moved for the Constitution & Bylaws Committee, " MOVED, that the Executive Committee of the IEEE Computer Society approve the following revisions to the *Policies & Procedures Manual* Section 22.3, Membership." Motion carried.

22.3 MEMBERSHIP

22.3.1 The Committee shall consist of the past president as chair, president, president-elect, ~~vice president for membership activities,~~ and the subcommittee chairs. The executive director and director of finance and administration shall be ex officio, non-voting members of the committee.

22.6.3 The Admissions Committee is charged with reviewing applications of the Affiliate Organization, and recommending these societies for affiliate status. This committee is also responsible for the periodic review of all affiliate relationships.

25. Proposal for a New Transactions – *IEEE Transaction on Mobile Computing* - *Kasturi*

Motion 25: Kasturi moved, "MOVED, that the Executive Committee of the IEEE Computer Society approves the initiation of a new transactions entitled *IEEE Transaction on Mobile Computing* as proposed." Should one or more of the other proposed sponsors not approve the proposal, the Computer Society may be an equal partner with the remaining sponsors. Motion carried by voice vote.

26. Proposal for a New Transactions- IEEE Pervasive Computing- *Kasturi*

Motion 26: Kasturi moved, "MOVED, that the Executive Committee of the IEEE Computer Society approves the initiation of a new transactions entitled *IEEE Pervasive Computing* as proposed." Should one or more of the other proposed sponsors not approve the proposal, the Computer Society may be an equal partner with the remaining sponsors. Motion carried by voice vote.

EXECUTIVE SESSION BEGINS

27. Executive Director Search – *Wah*

President Wah gave the status of recruitment efforts for the Executive Director.

EXECUTIVE SESSION ENDS

28. BLANK

29. BLANK

30. BLANK

DISCUSSION ITEMS

31. BLANK

32. BLANK

33. BLANK

34. BLANK

35.* Status of Executive Director Search – *Wah

Moved to item 27

36. IEEE 2002 Budget and Overhead Administration Recovery Proposal – *Williams*

A. Ad Hoc Committee Report

Williams led a discussion regarding the IEEE 2002 budget and overhead administration recovery proposal.

37. BLANK

38. BLANK

39. BLANK

REPORTS

40. AD HOC COMMITTEES

40A. Central and Eastern European Activities - *Gyimothy*

(See page 40B-1 of the *Agenda Book*.)

40B. Latin America Activities – *Barbacci/King*

No report.

40C. Facilities Planning- *Hoelzeman*

No Report.

41. EXECUTIVE COMMITTEE MEMBERS

41A. President-Elect - *King*

No report.

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

(See pages 41B-1and 41B-2 of the *Agenda Book*.)

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

(See page 41C-1 and 41C-2of the *Agenda Book*.)

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

(See pages 41D-1 and 41D-2 of the *Agenda Book.*)

41E. Vice President, Publications - *Kasturi*

(See pages 41E-1 and 41E-2 of the *Agenda Book.*)

IEEE PAB Representative Report- *Kasturi*
(See page 41E-3 of the *Agenda Book*)

41F. Vice President, Standards Activities – *Johnson, L.*

(See pages 41F-1 through 41F-12 of the *Agenda Book.*)

41G. Second Vice President, Technical Activities - *Scherrer*

(See pages 41G-1 and 41G-7 of the *Agenda Book.*)

41H. Secretary - *Giloi*

No report**.**

41I. Past President - *Pollock*

No report.

41J. IEEE Division Directors - *Carver/Williams*

No report.

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

No report.

42. STANDING COMMITTEES

42A. Audit - *Hoffnagle*

No report.

42B. Awards - *Liu*

No report.

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

(See page 42C-1 and 42C-2 of the *Agenda Book.*)

42D. Constitution & Bylaws - *King*

No report.

42E. Elections - *Reed*

No report.

42F. Electronic Products & Services - *Hoelzeman*

No report.

42G. Fellows – *Johnson, B.*

No report.

42H. Finance - *Diamond*

No Report.

42I. History – *Williams, M*.

No report.

42J. Intersociety Cooperation - *Pollock*

No report.

Neural Networks Council Representative Report - Waxman
(See pages 42J-1 and 41J-2 of the Agenda Book.)

42K. Membership - *Pollock*

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

Ombudsman/Member Services Report - Swigger
(See page 42K-1 of the Agenda Book)

42L. Nominations - *Pollock*

No report.

42M. Personnel and Compensation - *King*

No report.

42N. Planning - *King*

No Report.

42O. Professional Practices Committee - *Tripp*

(See page 42O-1 through 42O-6 of the *Agenda Book.*)

43. BLANK

44. BLANK

45. SPECIAL ORDERS

None.

46. UNFINISHED BUSINESS OR GENERAL ORDERS

None.

47. NEW BUSINESS

None.

48. GOOD OF THE ORDER

None.

49. ANNOUNCEMENTS

50. NEXT MEETING:

The next meeting will be held at 4:00 p.m. on Thursday, 8 November 2001 at the The Westin Tabor Center in Denver, Colorado, USA.

51. ADJOURNMENT

The meeting adjourned at 6:00 p.m.- ***Engel***