APPROVED MINUTES
IEEE COMPUTER SOCIETY
EXECUTIVE COMMITTEE

8 November 2001
The Westin Tabor Center
Denver, Colorado USA

1. Call to Order - *Pollock*

A meeting of the IEEE Computer Society Executive Committee was held at 4:00 p.m. on 8 November 2001 at The Westin Tabor Center Hotel in Denver, Colorado USA. Benjamin W. Wah, president, chaired, with Wolfgang Giloi as secretary.

2. Roll Call/Proxies - *Giloi*

A roll call was held as follows:

A. Franchised Members:

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

B. Ex officio Members (without vote):
James H. Aylor, EIC, *Computer*, present
Doris L. Carver, IEEE Division V Director, present
David W. Hennage, Executive Director, present
Anne Marie Kelly, Special Assistant to the Executive Director, present
Thomas W. Williams, IEEE Division VIII Director, arrived late

3. Introduction of Guests - *Wah*

The following guests and staff were present:

Fiorenza C. Albert-Howard
Angela R. Burgess
Robert C. Care
Violet S. Doan
Debra P.Evans
Gerald Gordon
Lynne Harris
James Herring
John Keaton
Richard A. Price
Mary Kate Rada
Leonard L. Tripp
Michael R. Williams

4. Approval of Agenda - *Wah*

Motion 4: Wah, "MOVED, that the agenda be approved as amended:" Motion carried.

- Add item 23 Approval of New Certification Program
- Add item 27 2001 Harry Hayman Distinguished Service Award - *Wah*
- Add item 32A Article XII Personnel and Compensation - *King*
- Add item 32B Article VI, Conferences and Tutorials - *Tripp*
- Add item 33A Section 21, Human Resources - *King*
- Add item 33B Section 6, Conferences and Tutorials - *King*

5. BLANK

6. Approval of Minutes of the 24 May 2001 Meeting - *Scherrer*

Motion 6: Giloi moved, Pollock seconded, "MOVED, that the minutes of the 24 May 2001 meeting be approved with one correction: section 2A, mark Scherrer as absent" Motion carried by voice.

7. Report of the President - *Wah*

President Wah gave an oral report in addition to his written report on pages 7-1 and 7-2.

8. Report of the Treasurer - *Diamond*

Diamond gave the report of the Treasurer. (see pages 8-1 and 8-2 of the *Agenda Book*).

9. Report of the Acting Executive Director – *Hennage/Kelly*

Hennage and Kelly reported on recent activity in the society (see pages 9-1 through 9-4 of the *Agenda Book*) and also noted the executive staff reports in section 44.

10. Status of Action Items - *Giloi*

The secretary reviewed the status of action items as of 10 October 2001 (see page 10-1). Item 1 was closed due to inaction (negotiations with the South African Computer Society will be reinitiated). Item 3 remains open.

ACTION ITEMS

11. BLANK

12. BLANK

13. BLANK

14. BLANK

15. BLANK

16. BLANK

17. BLANK

18. BLANK

19. BLANK

20.* 2002 Staffing Plan – *Kelly

Motion 20: Albert-Howard moved, Giloi seconded, "MOVED, that the Executive Committee of the IEEE Computer Society approves the 2002 staffing plan as proposed (amended) for inclusion in the 2002 approved budget." Motion carried.

21. 2002 Operating Budget – *Diamond*

A. 2001 Budget Amendments

None brought forward.

B. 2002 Operating Budget

Motion 21B: Diamond moved, "MOVED, that the Executive Committee of the IEEE Computer Society adopts the 2002 operating budget recommended by the Finance Committee (as amended)." Motion carried.

22. 2002 Capital Budget

A. 2001 Capital Budget Amendments

None brought forward.

B. 2002 Capital Budget

Motion 22B: Diamond moved, "MOVED, that the Executive Committee of the IEEE Computer Society approves the 2002 capital budget as proposed (amended). Motion carried.

Proposed 2002 Capital Budget

Category	Amount ($)
PCs & peripherals	$ 97,500
Servers & network infrastructure	179,800
Publishing, electronic publishing, & website	141,500
Miscellaneous furniture/equipment	5,000
Building improvements/maintenance	109,400
Subtotal	**$ 533,200**
Capital contingency	50,000
Total	**$ 583,200**

23. Approval of New Certification Program - *Tripp*

Motion 23: Tripp moved for the Professional Practices Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approve the initiation of the Certification Program as described in the referenced proposal, and recommends approval of the program to the IEEE Board of Directors." Motion carried, one abstension, Scherrer (recorded).

Motion 23.1: "FURTHER MOVED that the Executive Committee of the IEEE Computer Society approve the title of Certified Software Development Professional for its mid-level software certification exam." Motion carried.

24. BLANK

25. BLANK

26. BLANK

EXECUTIVE SESSION BEGINS

27. Harry Hayman Distinguished Service Award – *Wah*

Motion 27: Wah moved, "MOVED, that the Executive Committee of the IEEE Computer Society approves the recommendation of the Awards Committee for the 2002 Harry Hayman Award recipient." Motion carried.

Action: President. Due ASAP. EC 11/01. 7.1. Notify the recipient of the 2002 Harry Hayman Award.

EXECUTIVE SESSION ENDS

28. BLANK

29. BLANK

30. BLANK

31. BLANK

32. Amendments to Society Bylaws – *King*

A. Article XII, Personnel and Compensation

Motion 32A: King moved for the Constitution & Bylaws Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves the following amendment to bylaws Article XII, Personnel and Compensation Committee, Section 13." Motion carried.

Article XII

Section 13: Personnel and Compensation Committee

The Personnel and Compensation Committee shall monitor compliance with the human resources, personnel and compensation policies of the society, and bring any needed changes in such policies to the Board of Governors. The committee shall be chaired by the past president ~~-elect~~, and shall include as additional members the ~~past~~ president -elect, the past president, and the first and second vice presidents. The chief staff executive and a member of the executive staff appointed by the chief staff executive shall be *ex officio*, non-voting members of this committee.

Action: Executive Director: Due: ASAP. EC 11/01. 32A. Publish first vote of bylaw amendment for member comment in *Computer* magazine. Place on the 8 February 2002 agenda for a second vote.

B. Article VI: Conferences & Tutorials

Motion 32B: King moved for the Constitution & Bylaws Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves the following amendment to bylaws Article VI, Conferences & Tutorials." Motion carried.

ARTICLE VI – CONFERENCES & TUTORIALS

Section 1: Conferences & Tutorial Board

The Conferences and Tutorials Board (C&T) shall oversee and set policy for the society's meetings, conferences, symposia, workshops and tutorials (Meetings). The Conferences and Tutorial Board shall be chaired by the vice president for conferences and tutorials and shall have additional voting members as follows: the chairs of standing committees and ad hoc committees, the Secretary and ~~4—7~~ additional members as specified in the *Policies & Procedures Manual*. All of these members shall be appointed by the vice president for conferences and tutorials. The most recent past vice president for conferences and tutorials and a member of the society's professional staff appointed by the chief staff executive are *ex-officio*, members without vote. The Conferences and Tutorial Board shall create ad hoc committees as it shall deem appropriate. The standing committees shall be the Operations Committee and Planning Committee.

Section 2: Operations Committee

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

Section 3: Assessment and Planning Committee

The Assessment and Planning Committee is responsible for the strategic planning and ongoing assessment of the Meetings of the society. The Assessment and Planning Committee is chaired by the vice chair for assessment and planning. The functions and composition of this committee shall be set forth in the *Policies and Procedures Manual*.

Section 4: Periodic Conferences and Tutorials Steering Committees

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

Section 5: Preparation and Amendment of Meeting Charters

The duties and composition of each Periodic Conferences and Tutorials Steering Committee are defined in each meeting's charter. The charter must be filed with the Conferences and Tutorial Board, reviewed by the Assessment and Planning Committee and kept on-file in the IEEE Computer Society's Headquarters Office. Amendments to the charter must also be reviewed ~~approved~~ by the Assessment and Planning ~~Operations~~ Committee of the Conferences and Tutorials Board.

Action: Executive Director: Due: ASAP. EC 11/01. 32B. Publish first vote of bylaw amendment for member comment in *Computer* magazine. Place on the 8 February 2002 agenda for a second vote.

33. *Policies and Procedures Manual* Revisions – *King*

A. Section 21, Human Resources

Motion 33A: King moved for the Constitution & Bylaws Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves the following amendments to *Policies & Procedures Manual,* Section 21, Human Resources." Motion carried.

21.4.3 ~~Chief~~ Executive Director ~~Officer~~

Performance appraisals of the ~~chief~~ executive director ~~officer~~ shall be conducted by the Personnel and Compensation Committee. ~~president~~.

21.5.2 Compensation Policies

The IEEE Computer Society Personnel and Compensation Committee , is composed of the president, the president –elect (chair), the immediate past president, and the first and second vice presidents. This committee shall provide general policy guidance to the

executive director in the area of staff compensation and shall perform such additional functions as are set forth herein.

21.5.3 Salary Ranges and Budgeting

The executive director shall propose a schedule of salary ranges for each position or class of positions which shall be approved each year by the Personnel and Compensation Committee prior to the Board of Governors' adoption of the annual budget for the following year.

21.5.4 Salary Approval

Except as provided in 23.5.5 and 23.5.6 of this section, salaries for all positions are set by the executive director, upon recommendation of the manager, within the approved ranges and within the total annualized rate of the budget approved for staff salaries calculated using the rates of exchange for salaries paid in currencies other than the U.S. dollar which were in use at the time the budget was adopted. When exceptional circumstances warrant, salaries exceeding the maximum of a position range by up to 15% may be approved, with the concurrence of the president. Any such exception should be reported to the Personnel and Compensation Committee and will normally lead to a revision of the range approved for that position at the next revision of the staffing plan.

21.5.5. Additional Review

Salaries for those staff members who report directly to the executive director will be reviewed by the president to ensure two levels of review. With the exception of the executive director, salaries for staff whose compensation levels require review by the IEEE Compensation Committee (reference IEEE bylaws 313.9) shall be reviewed and approved by the IEEE Computer Society Personnel and Compensation Committee upon recommendation of the executive director.

21.5.6 Executive Director Salary

The salary recommendation of the executive director shall be set by the IEEE Computer Society Executive Committee after consideration of the input from ~~recommendations of the president and~~ the Personnel and Compensation Committee.

Action: Executive Director: Due: ASAP. EC 11/01. 33A. Post changes to the official *Policies & Procedures Manual.*

B. Section 6, Conferences and Tutorials

Motion 33B: King moved for the Constitution & Bylaws Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves the following amendments to *Policies & Procedures Manual*, Section 6, Conferences and Tutorials." Motion carried.

SECTION 6 CONFERENCES & TUTORIALS

6.1 CONFERENCES & TUTORIALS BOARD

6.1.1 Membership

The Conferences & Tutorials Board (C&T) is chaired by the vice president for Conferences & Tutorials as provided in the bylaws, and shall consist of the following members: the chairs of the standing and ad hoc committees, ~~Operations Committee and the Assessment and Planning Committee, and of any other standing committees established by the Conferences & Tutorials Board in accordance with the provisions of the bylaws;~~ the secretary~~ and treasurer~~, and ~~four to seven~~ additional members as appointed by the vice president for Conferences & Tutorials. The most recent past vice president for Conferences & Tutorials and a member of the society's professional staff appointed by the chief staff executive are~~is an~~ ex-officio, non-voting members.

6.1.2 Responsibilities

The Conferences & Tutorials Board is responsible for ~~the general oversight of and~~ setting the society's role and policy for ~~the society's~~ meetings in which the society participates, whether defined as conferences, symposia, workshops, ~~and~~or tutorials (excluding~~ept~~ chapter tutorials).

6.2. OPERATIONS COMMITTEE

6.2.1 Membership

The Operations Committee consists of the vice chair for operations and at least two Operations Committee members appointed by the vice president for Conferences & Tutorials.

6.2.2 Duties

The Operations Committee shall perform the day-to-day tasks which support the meetings of the society. The Operations Committee provides guidance for the technical meeting committees of the society and establishes methods, tools, and training programs to assist meeting organizers. The Operations Committee participates in the Technical Meeting Request Form approval process. The Operations Committee, with the assistance of the appropriate volunteer services staff member, maintains the IEEE Computer Society's ~~annual~~ *Technical Meeting Handbook.* The handbook shall include detailed procedures for the conduct of the technical meetings program. Additionally, the operations committee is responsible for recommending approval of MOUs (6.6~~5~~).

6.3 ASSESSMENT AND PLANNING COMMITTEE

6.3.1 Membership

The Assessment and Planning Committee consists of the vice chair for assessment and planning and at least two Assessment and Planning Committee members appointed by the vice president for Conferences & Tutorials.

6.3.2 Duties

The Assessment and Planning Committee is responsible for the strategic planning and ongoing assessment of the meetings of the society. The Assessment and Planning Committee assesses the technical and financial viability of meetings and makes recommendations to the Conferences & Tutorials Board regarding potential growth areas for the society's meetings. The Assessment and Planning Committee also reviews steering committee charters and their modifications, and makes recommendations to the Conferences & Tutorials Board on ~~charter approval,~~ meeting termination~~,~~ or sponsorship changes.

~~6.4 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 a meeting. The steering committee charter shall include meeting scope, committee membership, sponsor financial commitment, and procedures for amendment, withdrawal, and termination.~~

~~Steering committee charters for meetings with expense budgets exceeding two percent of the Computer Society's annual expense budget require Board of Governors approval. All other steering committee charters require approval by the Conferences & Tutorials Board. Meetings that are sponsored by a technical committee need technical committee approval for the initial steering committee charter and any subsequent changes.~~

~~The *Technical Meeting Handbook* shall contain details on steering committees and steering committee charters.~~

6.4~~5~~ TECHNICAL MEETING REQUEST FORM

To seek the support of the IEEE Computer Society for a meeting, the chair of the meeting, or ~~his~~ designee, and the finance chair, shall~~ould~~ complete and sign the Technical Meeting Request Form (TMRF) and should submit it electronically to tmrf@computer.org at least fourteen months prior to the meeting.~~: Appropriate volunteer services staff member, IEEE Computer Society, 1730 Massachusetts Avenue, N.W., Washington, DC 20036-1992. The *Technical Meeting Handbook* shall provide details about the Technical Meeting Request Form.~~

Field Code Changed

6.5~~6~~ TYPES OF IEEE COMPUTER SOCIETY PARTICIPATION

6.5~~6~~.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.

6.5~~6~~.2 Co-sponsorship

The IEEE Computer Society shares in the financial and legal liabilities according to the percentage of sponsorship as outlined in the MOU or steering committee charter. All assets, tangible and intangible, shall be the property of the sponsors in proportion to their respective share of meeting sponsorship. The financial commitment must be stated in the ~~steering committee charter and on each~~ Technical Meeting Request Form, since advance loans and any surplus or loss must be shared in proportion to the commitment.

6.5~~6~~.3 Cooperation

The IEEE Computer Society participates in a meeting but accepts no financial or legal liability for the meeting. The ~~Computer S~~society understands that there are situations in which cooperation is appropriate, and in those circumstances, allows requests for cooperation, but generally requires a closer relationship through sponsorship or co-sponsorship. Only the vice president for Conferences & Tutorials ~~Vice President~~ (or designee) may grant cooperation, in consultation with the appropriate CS TC chair(s) or CS Vice President(s). Cooperation may be granted where there are significant benefits to the ~~S~~society and its members. ~~The *Technical Meeting Handbook* shall contain guidelines on technical meeting cooperation.~~

6.5~~6~~.4 Sponsoring and Cooperating Entities

The IEEE Computer Society participates in meetings sponsored by other IEEE entities and ~~incorporated~~ not-for-profit organizations, as opposed to those sponsored by individuals. The ~~Computer S~~society ~~may request~~requires evidence of ~~incorporation and~~ sufficient liability coverage by the sponsor(s).

6.6 MEMORANDUM OF UNDERSTANDING (MOU)

A memorandum of understanding (MOU), sets forth the relationship and obligations of the involved parties. An 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 distribution.
Owenership 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.
General conference management

6.7 REGISTRATION RATES

For all three cases, that is sponsorship, co-sponsorship or cooperation, 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 should be 25-percent to 50 percent higher than fees for members of the sponsoring or cooperating organizations.

All complimentary registrations must be specifically described in the Technical Meeting Request Form.

6.8 APPROVAL OF TECHNICAL MEETINGS

Technical meetings with expense budgets exceeding two percent of IEEE Computer Society's annual budgeted expenses require Board of Governors' approval, and those with expense budgets between one and two percent of ~~Computer S~~society's annual

budgeted expenses require Conference and Tutorials Board approval. Each technical meeting to be sponsored or cosponsored by, or in cooperation with the society, must be approved by one or more appropriate technical committee chairs, as determined by the vice president for Conferences & Tutorials. The vice president for Conferences & Tutorials may waive this requirement.

All other meetings with or without expense budgets require the approval of the vice president for Conferences & Tutorials. The meeting expense budget is the total of all expenses of the meeting, as shown on the latest Technical Meeting Request Form, multiplied by the percent financial commitment of the ~~Computer S~~society. The ~~Computer S~~society's annual budgeted expenses is the amount of the first expense budget approved by the Board of Governors for the current year.

Approval of the first TMRF implies that ownership of the conference name resides with the society and any cosponsors, or as designated in the conference steering committee charter, or in the conference MOU.

6.9 WITHDRAWAL AND TERMINATION

Requests to terminate an IEEE Computer Society technical meeting are normally associated with sponsored meetings. Requests for the ~~Computer S~~society to withdraw from a meeting are normally associated with cosponsored or cooperation meetings.

6.9.1 Withdrawal

The request to withdraw from the meeting will proceed according to the meeting's charter. If the meeting does not have a charter or the charter does not address withdrawal of the IEEE Computer Society from the meeting, the vice president for Conferences & Tutorials will appoint an ad hoc committee to review the request with the other sponsoring entities and other appropriate parties and develop a recommended set of actions. For meetings with expense budgets less than two percent of the society's annual budgeted expense, the Conferences & Tutorials Board has the final authority in withdrawing from a technical meeting and implementing recommended actions. For meetings with expense budgets exceeding two percent of the society's annual budgeted expense, the Board of Governors has the final authority.

6.9.2 Termination

The request to terminate the meeting will proceed according to the meeting's charter. If the meeting does not have a charter or the charter does not address termination of the meeting, the Assessment and Planning Committee will review the request with appropriate parties and develop a set of actions. For meetings with expense budgets less than two percent of the society's annual budgeted expense, the Conference and Tutorials Board has the final authority in terminating a meeting and implementing recommended actions. For meetings with expense budgets greater than two percent of the society's annual expense budget, the Board of Governors has the final authority.

After receiving written approval of the TMRF, ~~meeting~~ organizers of sponsored and cosponsored meetings must use the name and logo of the IEEE Computer Society and the logo of the IEEE on all meeting material including announcements, and calls for papers~~, etc~~. If stationery is printed for the meeting, it should have the IEEE Computer Society name and logo, and the IEEE logo on it.

Before written approval is obtained, the name and logo may not be used in any fashion; however, annual technical meetings may, after the first year they are approved by the IEEE Computer Society, publish an advance announcement of the next meeting provided that they notify the appropriate volunteer services staff member at least 30 days prior to

the date when the announcement may be withdrawn from publication, and no ~~Computer S~~society objection is received.

6.11 TITLE

Wherever a meeting is solely sponsored by IEEE entitles, its title should include IEEE for identification purposes.

"International" may be used in the title of the meeting only when the meeting will reflect an international character to a significant degree.

6.12 SCOPE

For first time meetings, the scope must be defined in the TMRF~~Steering Committee Charter~~. For continuing meetings, any ~~C~~changes in scope~~ in continuing meetings are handled like changes to the Steering Committee Charter.~~must be noted in the TMRF for the year(s) when the change applies and must be submitted to the Conferences and Tutorials Board for approval.

6.13 STEERING COMMITTEES AND CHARTERS

Periodic meetings (meetings held no more than two years apart), sponsored or cosponsored by the society, shall have a steering committee and a steering committee charter. The steering committee is responsible for the general oversight of and setting policy for a meeting. The steering committee charter shall include meeting scope, committee membership, sponsor financial commitment, and procedures for amendment, withdrawal, and termination. ~~In general, members on the steering committee should not serve on a permanent basis to ensure the conference not overly relying on one individual or a small group of individuals.~~ Rules and policies of the charter must be consistent with the bylaws and Policies~~y~~ and Procedures of the IEEE Computer Society.

Steering committee charters are submitted to the Conferences & Tutorials Board. Charters for meetings that are sponsored by a technical committee are also reviewed by the sponsoring technical committee.

6.14~~3~~ MEETING ORGANIZING COMMITTEES

6.14~~3~~.1 Meeting Committee ~~Purpose~~ Composition

Organizing committee members of a meeting must be chosen from at least three different employers. ~~No more than three may come from the same employer unless approved by the vice president for Conferences & Tutorials.~~

6.14~~3~~.2 Meeting Chair

The meeting chair has primary responsibility for all aspects of the meeting and is accountable to the steering committee and the sponsors with respect to the discharge of that responsibility.

6.14~~3~~.3 Finance Chair

The finance chair is responsible for all financial aspects of the meeting including preparing the budget, approving expenditures, maintaining proper financial records, seeing that the approved registration fees are charged, preparing the final report, etc. The primary aim of the finance chair should be to stay within the approved budget; note that the approved budget might not be the same as that submitted, since the sponsors might request changes.

Only the finance chair and the meeting chair should be authorized to approve expenditures. The meeting chair may delegate this authority for specific areas to other committee members and to the appropriate volunteer services staff member.

6.154 MEETING FINANCES

6.154.1 Advance

An advance loan must be repaid no later than when the final report is filed; it is not part of the meeting income.

6.154.2 ~~Checking~~ Financial Accounts and Other Accounts

The finance chair is responsible for all income and expenses, and for oversight of the financial accounts. ~~The *Technical Meeting Handbook* shall contain information on maintenance of the financial accounts and on checking account alternatives.~~

In all cases, the chief staff executive or ~~his/her~~ designee must have access to any financial account. This may be waived, if an authorized executive of ~~one of the other~~ an equal or majority cosponsor~~s~~ has such access.

For all meetings with expense budgets greater than $50,000, and unless requested otherwise by the IEEE Computer Society, the finance chair should provide to the appropriate volunteer services staff member and to the meeting chair, monthly financial reports ~~that are usually prepared, especially during the six months preceding the meeting. The appropriate volunteer services staff member will provide to the finance chair and the general chair monthly reports for the cosponsors, if any.~~

6.154.3. Final Report

The meeting chair is responsible for seeing that a final report is prepared within four months after the meeting. This includes an administrative report on the meeting, a financial report, the closing of the checking and other accounts, and distribution of funds, performance of an audit, if requested, and reporting of capital equipment purchases. The report must be sent to the appropriate volunteer services staff member with a ~~complimentary~~ copy to cosponsors, if any. The ~~vice president for Conferences & Tutorials~~volunteer services staff is responsible for approving the final report on behalf of the IEEE Computer Society. ~~The *Technical Meeting Handbook* shall contain detailed information on the final report.~~

The vice president of Conferences ~~and~~& Tutorials ~~chair of the Operations Committee~~ or ~~his/her~~ designee will be notified if a final report becomes more than four months delinquent. The delinquent report will be pursued by the volunteer services staff ~~vice chair for operations or his/her designee~~.

6.154.4 Financial Audits

The IEEE Computer Society may request an audit to be performed either informally by a small committee, perhaps a subset of the meeting committee, or a professional auditor. Technical meetings with at least 50% society sponsorship and having total revenues greater than $50,000 shall be audited on a periodic basis. Each year the society shall engage a professional auditor to perform at least three audits of meetings with at least 50% society sponsorship and total revenues of $50,000. Technical meetings which designate the appropriate volunteer services staff member as the treasurer and have revenues and expenses managed by the society shall be audited as part of the society's annual audit. Technical meetings having total expenses greater than 1.5% of the total

~~Computer S~~society expense budget will be required to budget for audits. Other technical meetings may be required to budget for audits at the option of the Conferences & Tutorials Board. ~~The Conferences & Tutorials Board Operations Committee shall provide guidelines for the external audits in the *Technical Meeting Handbook*.~~

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

6.15.5 Non-Financial Audits~~.~~

Formatted

The Conferences & Tutorials Board Operations Committee may conduct audits of the conference technical program and review process based on the technical audit procedures approved by the Conferences & Tutorials Board.

6.15~~4~~.6~~5~~ Capital Equipment

Capital equipment purchases over $1,500~~250~~ require advance approval from the chief staff executive of the IEEE Computer Society or ~~his/her~~ designee. ~~The *Technical Meeting Handbook* shall provide details on capital equipment purchase procedures.~~

6.16~~5~~ MEETING CONTRACTS

6.16~~5~~.1 Hotel Contract

The hotel contract can be negotiated by the local arrangements chair, but must be signed either by the chief staff executive or his/her designee, or the Computer Society may refuse to accept liability. In the case of a meeting cosponsored by the Computer Society, the Computer Society will accept the signature of an executive of a cosponsor.

6.16~~5~~.2 Exhibit Contract

The exhibit contract must be signed either by the chief staff executive or his/her designee, or the Computer Society may refuse to accept liability. In the case of a meeting cosponsored by the Computer Society, the Computer Society will accept the signature of an executive of a cosponsor.

6.16~~5~~.3 Other Contracts

For meetings sponsored solely by the Computer Society, any contract over $25,000 or 10% of the total meeting expense, or any contract where the potential liability to the IEEE or IEEE Computer Society exceeds $25,000 (for example a bus or transportation contract) must be signed either by the chief staff executive or ~~his/her~~ designee, or the ~~Computer S~~society may refuse to accept liability. In the case of a meeting cosponsored by the ~~Computer S~~society, the ~~Computer S~~society ~~will~~ may accept the signature of an authorized executive of a cosponsor. Agreements for incidental meeting expenses such as copier rental, audio-visual equipment or other small equipment rental will not require signature by the chief staff executive unless the contract is over $20,000.

6.17~~6~~ HONORARIUM

6.17~~6~~.1 Conference Speaker Honorarium

Honoraria are not normally paid for conference speakers. If honorarium are deemed necessary, they must be specifically noted~~reflected~~ and justified in the ~~proposed budget~~TMRF for approval.

6.17~~6~~.2 Tutorial Speaker Honorarium

Each year, the Operations Committee recommends the rates for full-day and half-day tutorial speakers. The rates must be approved by the Conferences & Tutorials Board and published in the *Technical Meeting Handbook*. Full travel expenses can be paid for tutorial speakers.

6.18~~7~~ COPYRIGHTS

The IEEE Computer Society requires that original papers in the proceedings of meetings it sponsors, cosponsors, or cooperates in be copyrighted for the protection of the authors, their organizations, and the sponsoring societies and cooperating entities. Assignment by the authors usually is made to IEEE on a standard copyright form. In those instances where the copyright may be held by an entity other than an IEEE entity, the holding entity should agree in writing that there will be free and unencumbered access and reuse rights to those papers published in the proceedings, by all sponsors, cosponsors, and cooperating entities, provided that:

1. The original copyright holder is informed of the reuse/republication by the sponsor or cosponsor, or cooperating entity;

2. That standard acknowledgment and credit lines appear on the first page of the reused republished paper;

3. That the sponsor/cosponsor/cooperating entity is not acting as a third party on behalf of another non-related commercial or non-commercial organization wishing to reprint/reuse the paper; and

4. That written permission is secured from the primary author of the paper in advance of the proposed reuse.

(Note: section to come regarding electronic publications.)

6.19~~8~~ INQUIRIES BY GOVERNMENT AGENCIES

If any government agency raises questions about technology transfer or clearance, particularly about the proceedings or the conduct of the meeting, and the meeting is sponsored or cosponsored by the IEEE Computer Society, the matter must be referred to the ~~one of the following IEEE Computer S~~society ~~individuals must be contacted before any response is given or action is taken: the appropriate volunteer services staff member, the~~ chief staff executive or ~~his/her~~ designee for resolution~~, the vice president for Conferences & Tutorials, or the president~~.

6.20~~19~~ TECHNICAL MEETING MAILING AND ATTENDEE LISTS

Provisions must be made to protect the right of a meeting attendee to not have his/her name on mailing lists used for the dissemination of non-society-related material and for attendee distribution lists. The following statement, therefore, must be placed on all meeting registration forms: Do not include my mailing address on { } non-society mailing lists { } meeting attendee lists.

6.21 IEEE MEMBER PARTICIPATION

All IEEE members shall be admitted, upon payment of appropriate registration fees, to any and all meetings and events of which the society is a sponsor or cosponsor. Space limitations may require a policy of first come, first served. The society will not act as a

sponsor or cosponsor for any assemblage in which participation is subject to security clearance or any other restriction of either governmental or industrial nature.

6.22~~0~~ NON-DISCRIMINATION

The IEEE Computer Society will not approve of holding a ~~Computer S~~society-sponsored meeting in a facility of an organization which engages in discriminating membership practices or in any facility to which all IEEE members do not normally have access.

6.23~~1~~ CONFLICT OF INTEREST

6.23.1 No conference committee member (steering committee, conference committee, or program committee) shall have any~~be interested,~~ direct~~ly~~ or indirect~~ly~~ financial interest in any contract relating to the operation of that conference nor in any contract for furnishing supplies or services thereto without the specific approval of the chief staff executive of the society.

6.23.2 Except as noted in 6.21.1, IEEE Computer Society-sponsored technical meeting organizers are governed by the IEEE Policies and Procedures in regards to conflict of interest. ~~Guidelines on disclosure of conflict of interest by technical meeting organizers are contained in the *Technical Meeting Handbook*.~~

Action: Executive Director: Due: ASAP. EC 11/01. 33B. Post changes to the official *Policies & Procedures Manual.*

34. BLANK

35. BLANK

DISCUSSION ITEMS

36. BLANK

37. BLANK

38. BLANK

39. BLANK

REPORTS

40. AD HOC COMMITTEES

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

No report.

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

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

(See page 41C-1 of 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*.)

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

(See pages 41F-1 through 41F-3 of the *Agenda Book*.)

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

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

41H. Secretary – *Giloi*

No report

41I. Past President - *Pollock*

No report.

41J. IEEE Division V/VIII Directors - *Carver/Williams, T.*

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*

Clements/Waxman presented an oral report of the progress of the 2002 Competition.

42D. Constitution and Bylaws - *King*

No report.

42E. Elections - *Reed*

No report.

42F. Electronic Products and 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*

Neural Networks Council Representative Report - Waxman
(See pages 42J-1 through 421J-3 of the Agenda Book.)

Sensors Council Representative Report - Schober
(See page 42J-5 of the Agenda Book.)

42K. Membership – *Pollock*

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

Ombudsman/Member Services Report – Swigger
(See pages 42K-3 and 42K-4 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 pages 42O-1 thru 42O-8 of the *Agenda Book*.)

43. BLANK

44. BLANK

45. SPECIAL ORDERS

None.

46. UNFINISHED BUSINESS OR GENERAL ORDERS

None.

46. NEW BUSINESS

None.

48. GOOD OF THE ORDER

None.

49. ANNOUNCEMENTS

None.

50. NEXT MEETING

The next meeting will be held at 4:00 p.m. on Thursday, 7 February 2002 in Orlando, Florida USA.

51. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

List of Attachments

Attachment 25 CSAB Constitution