

# Volunteer Orientation

**Costas Stasopoulos**  
**Region 8 Director-Elect**

# Outline

1. Introduction of participants – Costas Stasopoulos
2. Short overview of IEEE
3. Short overview of Region 8
4. Running a Section successfully
5. Short overview of Member and Geographic Activities
6. Rules of order during Region 8 Committee meetings
7. Concluding remarks
  
8. Region 8 organizational aspects – Ali El-Mousa
9. Region 8 financial aspects – Brian Harrington  
(financial reporting, reimbursement)
10. Conclusion

# Volunteer Orientation

## 1. Introduction of participants

# **Costas Stasopoulos**

- **From the island of Cyprus (EU)**
- **Area Manager at the Electricity Authority of Cyprus**
- **Power Engineer**
- **SIIEEE, member since 1985 (28 years)**
- **IEEE R8 Secretary 2007-2012**
- **IEEE R8 Director Elect 2013-2014**
- **IEEE R8 Director 2015-2016**

# Participants – OpCom members

R8 Director – **Martin Bastiaans**

R8 Director-Elect – **Costas Stasopoulos**

R8 Past Director – **Marko Delimar**

R8 Secretary – **Ali El-Mousa**

R8 Treasurer – **Brian Harrington**

R8 Vice Chair Member Activities – **Aleksandar Szabo**

R8 Vice Chair Student Activities – **Pablo Herrero**

R8 Vice Chair Technical Activities – **Carl Debono**

- Name
- Present role in Region 8
- Other roles in IEEE
- (Non-IEEE) job

# OpCom members



# Participants – Section Chairs or Representatives

Benelux Section Chair – **Luc Vandendorpe**

Estonia Section Chair – **Kalle Tammemae**

France Section Chair – **Pierre Borne**

Siberia Section Chair – **Alexander B Markhasin**

Kenya Section Chair - **Vincent Kaabunga**

Ghana Section Rep – **George Eduful**

Iceland Section Rep – **Thomas Philip**

Iran Section Rep – **Farzaneh Abdollahi**

Oman Section Rep – **Arnold Santos**

Zambia Section Rep – **Ariel Henry Phiri**

# Participants – appointed members

Student Branch Coordinator – **Christian Schmid**

Industry Relations Subcommittee – **Andreas Neumeier**

PELS Region 8 Liaison– **Elya Joffe**

Student Branch Coordinator– **Efthymia Arvaniti**

Awards and Contest Coordinator– **Piotr Graca**

Educational Activities – **Rui Costa**

ECC SAC– **David Dias**

R8 Student Chapters Coordinator– **Simay Akar**

MD Subcommittee chair– **Antonio Luque Estepa**

R8 WIE Coordinator– **Joyce Mwangama**

R8 Strategic Planning – **Christopher James**

R8 MD Subcommittee– **Andreas Koltes**



# Participants – miscellaneous

Region 8 MTT S Coordinator – **Jan Machac**

Egypt – **Fatma El-Zahraa Abu-Shadi**

Vice Chair France Section– **Amara Amara**

R8 Rep to AP S – **Bertram Arbesser Rastburg**

MD Officer Germany Section– **Arne Ellerbrock**

IR officer Germany– **Anne-Katrin Marten**

R8 CSC Rep– **Simonetta Turtu**

CSS Board of Governors– **Alessandro Giua**

Robotics and Automation Society – **Laura Margheri**

PCS Ad Com Member– **Andreas Karatsolis**

Slovenia GOLD Affinity Group Chair– **Emil Plesnik**

Spain Section– **MIGUEL ANGEL SOTELO**

# Participants – miscellaneous

BTS ADCOM– **Pablo Angueira**

Spain Section SAC– **Juan Jesus Rodriguez Yubero**

Treasurer Spanish Section– **Jesus Fraile-Ardanuy**

PELS Region 8 Liaison– **Ralph Kennel**

Vice Chair UKRI– **Stephen Nightingale**

# Participants – Experienced volunteers

**Martin Bastiaans, Cecelia Jankowski,  
Brian Harrington, Tariq Durrani  
C. Reginald Russell, Jean Gabriel REMY  
Wafeeq Ajoor, Valentin Baranov  
Daniel Pasquet, Peter Magyar  
Athanasios Skodras, Nihal Sinnadurai  
Gloria Chukwudebe, Tunde Salihu  
Hafidh AlSamarrai, Karine Iffour  
Douglas Gorham**

# Participants – miscellaneous

**Vincent Kaabunga**

**Radu N Dobrescu**

**Elena Pareja Monturiol**

**Mikael Bergqvist**

**Andreas C Doering**

**Abdelfettah Belghith**

**Gözde Bozdagi Akar**

**Valerii Jakov Zhuikov**

**Dario Petri**

# Volunteer Orientation

## 2. Short overview of IEEE

# What is IEEE?

IEEE is the world's largest professional association dedicated to advancing technological innovation and excellence for the benefit of humanity.

# What is IEEE?

- IEEE and its members inspire a global community through IEEE's highly cited publications, conferences, technology standards, and professional and educational activities.
- The key values of IEEE membership are technical innovation, access to cutting-edge information, networking opportunities, and exclusive member benefits.
- IEEE memberships support IEEE's mission to advance technology for humanity and the profession. At the same time, memberships build a platform to introduce technology careers to students around the world.

# Benefits of membership

- Trusted voice
- Global community
- Profession
  - Keeping Technically Current
  - Career Resources and Recognition
  - Professional Networking
  - Continuing Education
- Member Discounts
- IEEE membership benefits include:
  - IEEE Spectrum magazine subscription
  - myIEEE member portal access
  - IEEE Xplore Digital Library discounts
  - IEEE Mentoring Connection





# IEEE organization

- Grouped into **geographic areas** reflecting where we live and work ...
  - 10 Geographic Regions
  - 333 Sections within Regions
  - 2,173 Student Branches
- ... and **technical areas** based on our fields and interests.
  - 38 Societies and 7 Technical Councils
  - 2110 Chapters
- Bring members together with similar interests
- Sponsor conferences, workshops, tutorials, seminars, etc.
- Develop publications: Journals, Magazines, Newsletters
- Recognize member accomplishments

# IEEE Divisions

The 38 **Societies** and 7 Technical **Councils** have been combined in **10 Divisions** (analogous to 10 Regions):

- I. Circuits and Devices (CAS,ED,SSC;CEDA,Nano)
- II. Industrial Applications (CPMT,DEI,IA,IM,PEL,UFFC)
- III. Communications Technology (Com)
- IV. Electromagnetics and Radiation (AP,BT,CE,EMC,Mag,MTT,NPS;CSC)
- V. Computer (C)
- VI. Engineering and Human Society (E,IE,PSE,PC,R,SIT;TM)
- VII. Energy and Power Engineering (PE)
- VIII. Computer (C)
- IX. Signals and Applications (AES,GRS,IT,ITS,OE,SP,VT)
- X. Systems and Control (CIS,CS,EMB,Pho,RA,SMC;Bio,Sen,Sys)

# IEEE Regions



# IEEE Sections – the basic GeoUnit

- Sections provide a community of colleagues
- Members build a network through local Section, Chapter, and Student Branch activities
- Volunteers develop new skills
  - Gain management, teamwork and leadership experience
- Volunteers gain recognition and recognize achievements of others

# IEEE organization

## IEEE Executives

The voting membership of IEEE elects a new **President** each year, who serves for three years – first as **President-Elect**, then as **President and CEO**, and finally as **Past President**.

IEEE presidents also serve on the three top-tier IEEE governing bodies:

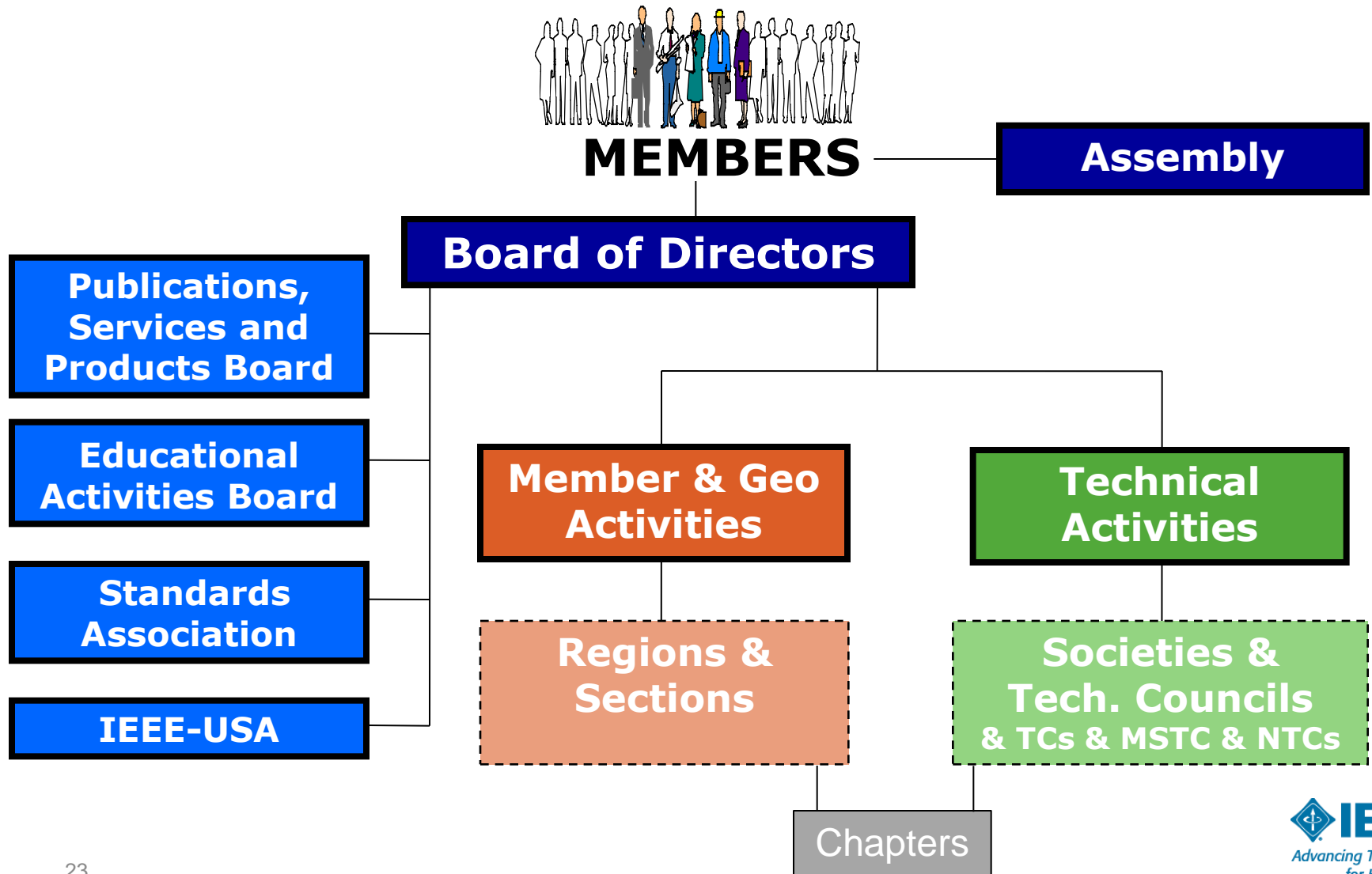
- **IEEE Board of Directors**
- **IEEE Executive Committee**
- **IEEE Assembly**

**IEEE Major Boards** (Each has an elected volunteer leader)

Six subordinate boards govern major areas of IEEE interest:

- **Educational Activities**
- **IEEE-USA**
- **Publication Services and Products Board**
- **Member and Geographic Activities**
- **Standards**
- **Technical Activities**

# IEEE governance organization



# IEEE quick facts

1

- More than **400,000 members** in more than 160 countries; 50 % of whom are from outside the United States
- More than **107,000 student members**
- **333 Sections** in 10 geographic Regions worldwide
- **2,110 Chapters** that unite local members (in one or more Sections) with similar technical interests
- **2,173 Student Branches** at colleges and universities in 80 countries
- **585 Student Branch Chapters** of IEEE technical Societies



# IEEE quick facts

## 2

- **404 Affinity Groups**, non-technical sub-units of one or more Sections or a Council: IEEE-USA Consultants' Network, Graduates of the Last Decade (GOLD), Women in Engineering (WIE) and Life Members (LM)
- **38 Societies** and **7 technical Councils** representing the wide range of IEEE technical interests
- More than **3 million documents** in the IEEE Xplore Digital Library with more than **8 million downloads** each month
- More than **1,500 standards** and projects under development

# IEEE quick facts

## 3

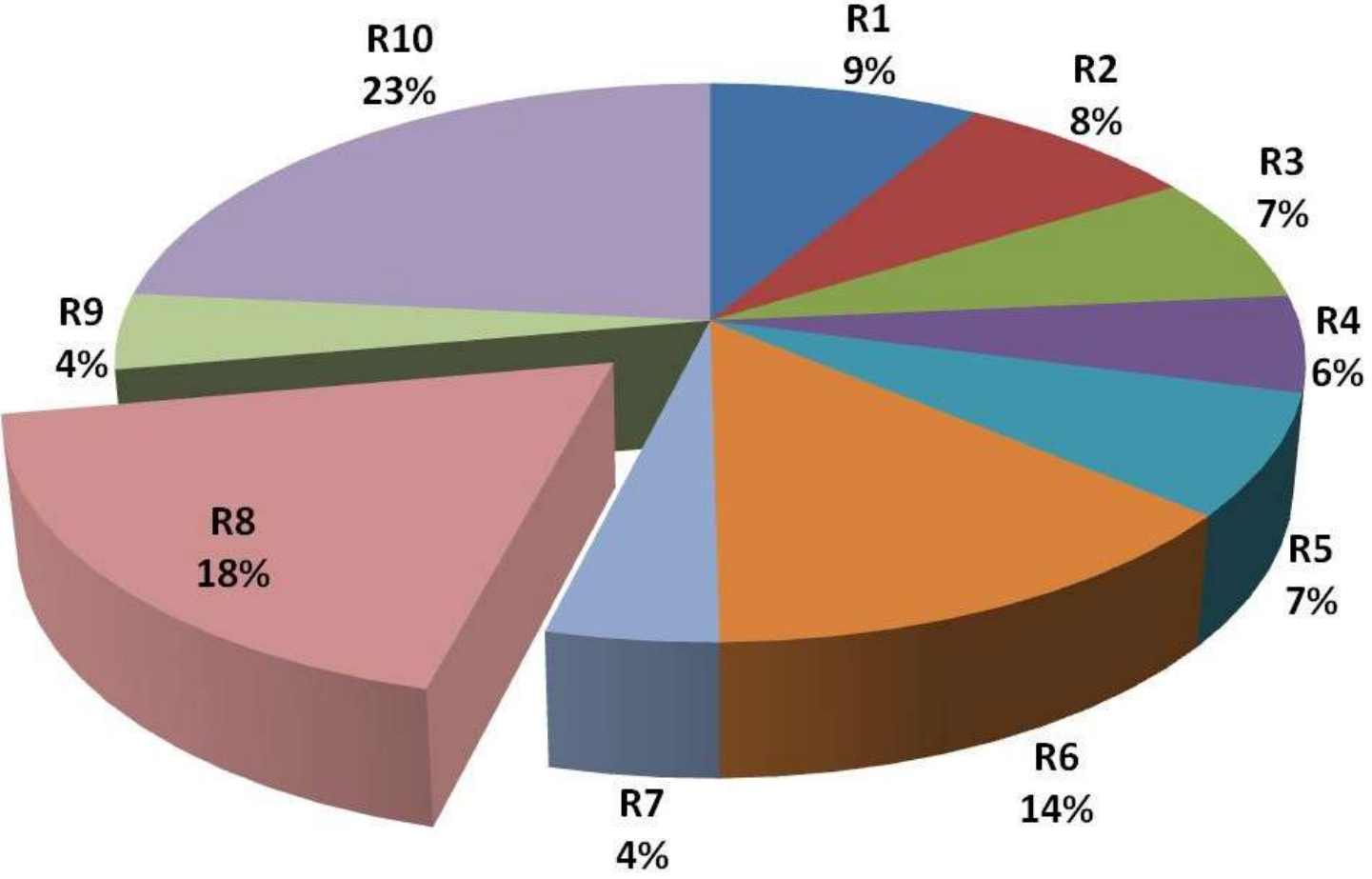
- More than **148 transactions, journals and magazines** (a third of the world's technical literature in electrical engineering, computer science and electronics)
  - 17 of the 20 top-cited publications in electrical and electronics engineering
  - More than 75% of the authors are from outside US
- More than **1,300 conferences** in 81 countries while:
  - partnering with more than **1,100 non-IEEE entities** globally
  - attracting more than **387,000 conference attendees**
  - publishing over **1300 conference proceedings** via IEEE Explore

Data current as of 31-12-2011, taken from [www.ieee.org/about/today](http://www.ieee.org/about/today)

# Volunteer Orientation

## 3. Short overview of Region 8

# Percent of total IEEE Membership by Region



# Region 8 covers Europe, Middle East, and Africa



# IEEE Region 8 vision and mission

## Vision

- Region 8 is an effectively organized, dynamic and influential entity, recognized as a leading and esteemed part of a truly transnational IEEE, with IEEE benefits equally available to all members

## Mission

- To serve the needs of the members of the Institute, the profession and society at large, by enhancing and supporting the IEEE's Organizational Units and their activities within Region 8

# Key steps to realize the mission

- Provide a platform for coordination, motivation and interaction among Region 8 units
- Provide a link between the Region and other IEEE organizational units
- Work to achieve smooth and effective operations in different countries
  - recognizing cultural differences, and
  - effectively cooperating with national societies and other organizations
- Expand IEEE presence and activities to new geographic areas in Region 8
- Promote the transnational nature of IEEE within the Region and the Institute

# Region 8 Committee

## **Director**

## **Director-Elect**

## **Past Director**

*Nominations and Appointments*

*Strategic Planning*

*Awards and Recognition*

## **Secretary**

## **Treasurer**

Voluntary Contribution Fund

## **Member Activities**

Region 8 News

Electronic Communications

*GOLD Activities*

Jubilee Book

Life Members

*Membership Development*

*Professional Activities*

Sections Congress

Information Management

Women in Engineering

## **Student Activities**

Student Representative

## **Technical Activities**

*Chapter Coordination*

*Conference Coordination*

*Educational Activities*

*Industry Relations*

Publications Coordinator

Standards Coordinator

Future Technical Directions

## **Section Chairs**





# What does the R8 Committee do?

- Conducts two annual meetings of the Region leadership
  - Used for coordination of the Region business and for training of new volunteers
- Supports activities of local Organizational Units
- Coordinates meetings for technical and professional purposes throughout the Region
  - Including student events
- Coordinates activities between R8 entities and Organizational Units from outside the Region
- Engages in member development
  
- Web site: [www.ieee.org/r8](http://www.ieee.org/r8)

# Organizational Units – 2012

- 56 Sections
  - a few new ones  
“in formation”
- 10 Subsections
  - 6 outside Sections
- 548 Society Chapters
- 68 Affinity Groups
- 415 Student Branches
- 107 Student Branch Chapters
- 54 Student Branch Affinity Groups



# 'Average' Region 8 Section

- 1,100 Members  
(largest ca. 8,500)  
(median ca. 500)  
(smallest ca. 50)
- 18 OU's  
(with ca. 40 members)
  - 9 Chapters
  - 1 Affinity Group
  - 6 Student Branches
  - 1 Student Branch Chapter
  - 1 Student Branch Affinity group



# Region 8 conferences

- EuroCon since 1971; #16 in Lisbon, 2011
- MeleCon since 1981; #16 in Tunisia, 2012
- AfriCon since 1983; #10 in Zambia, 2011
- SibirCon since 2008; #2 in Russia, 2010
- HistelCon since 2008; #2 in Spain, 2010
- EnergyCon since 2010; #1 in Bahrain, 2010
  
- More than 300 IEEE conferences are held in Region 8 every year.
  - IEEE conferences are conferences that have the name IEEE in the title.
  - Most conferences are technically co-sponsored by Sections or other Organizational Units.

# R8 Conferences

- EuroCon
- MEleCon
- AfriCon
- EnergyCon
- HistelCon



- Approximately 300 IEEE conferences are held in Region 8 every year
  - Most are technically co-sponsored

# IEEE Conferences in R8 (partial view)



# IEEE Conferences in R8 (partial view)





# Future Region 8 conferences

- **EuroCon**
  - Zagreb, Croatia, 1-4 July 2013
- **Africon**
  - Mauritius, 25-27 September 2013
- **Melecon**
  - Lebanon, 2014

# Sponsoring conferences

- Sections can sponsor a conference. They need to sign a Memorandum of Understanding with the other parties.
- The decision to sponsor must be recorded in the Section's meeting minutes and the application for sponsorship must be carefully handled to make sure that the conference is a success and the quality is high.
- It is important for Sections to be aware that they should be participants in a conference to gauge quality. Note that typically Proceedings papers will be entered in IEEEXplore.
- If Sections need advice, they can contact the Region 8 Conference Coordinator.
- See [www.ieeer8.org/category/technical-activities/conference-coordination/](http://www.ieeer8.org/category/technical-activities/conference-coordination/)

# Volunteer Orientation

## 4. Running a Section successfully

# What a Section chair should do

- Be a role model
- Inspire and mobilize people
- Find future leaders
- Run the Section
- Organize Administrative meetings
- Organize other meetings
  - Professional, Technical, Non technical (including social)
- Report officers –Very important
  - This way they receive emails, materials etc

# Why and how do I report a change of Officers and/or election results?

- All officers shall be elected annually. The term of office will date from 1 January through 31 December. The officer should not serve in the current Section officer position for more than four consecutive years or for more than six years in total. [This is in compliance with the new MGA Operations Manual, Section 9.4.F.7.]
- It is very important that each Section/Chapter report their change of Officers/volunteers as soon as possible. This will ensure that the IEEE Geographic Roster will be updated and that the individual will have access to SAMIEEE, vTools, and Entity Web Hosting services provided by IEEE MGA.
- IEEE Officer Confirmation Report  
<http://officers.vtools.ieee.org/>
- Meeting Reports  
[https://meetings.vtools.ieee.org/meeting\\_report/list](https://meetings.vtools.ieee.org/meeting_report/list)

# The following positions are currently captured within the IEEE Geographic Roster for each Section

- Chair
- Vice Chair
- Secretary
- Treasurer
- Secretary/Treasurer
- Industry Relations Coordinator
- Nominations and Appointments
- Newsletter
- Professional Activities
- Educational Activities
- Student Activities

# The following positions are currently captured within the IEEE Geographic Roster for each Section

- Historian
- SAMIEEE
- Awards and Recognition
- Chapter Coordinator
- Membership Development
- Electronic Communications Coordinator
- Chapter Chair
- Affinity Group Chair
- Conference Coordinator

# vTools



Home Blog Contact FAQ Training Status

Search »

vTools are developed and made possible by IEEE volunteers. The toolbox simplifies administration by offering web based software, reduces time spent managing activities, and assists in member development.

vTools is sponsored by IEEE Membership and Geographic Activities (MGA). MGA serves the needs of IEEE members by supporting IEEE Sections, Chapters, and Branches and is responsible for IEEE membership, and member development.

vTools toolkit contains tools in various phases of development, from production, to pilots, to active development:

**vTools.Meetings** - tool for managing section and chapter meetings. Officers can create meeting announcements with no dependence on webmaster availability and show them on your website. Members and the public may see and register for the upcoming meetings. [Visit project WIKI page](#) for more information or [click here to use the tool](#).

**vTools.WebInABox** - wizard to assist officers generate simple section websites in an automated fashion with no dependence on webmaster availability. [Visit project WIKI page](#) for more information or [click here to use the tool](#).

**vTools.Voting** - tool to allow members submit votes in their Section officer elections online (please note that this is different from the general IEEE elections). [Visit project WIKI page](#) for more information or [click here to use the tool](#).

## vTools Mission

*Providing tools to the volunteers and staff who support our members.*

## Quick Links

- ▶ [Create a WebInABox site](#)
- ▶ [Schedule a Meeting](#)
- ▶ [Setup a Survey](#)
- ▶ [Setup a Web Conference](#)
- ▶ [Setup an election](#)
- ▶ [Submit L31 report](#)
- ▶ [Vote in an election](#)



# vTools

\* [.vtools.ieee.org](http://vtools.ieee.org)

- [Meetings](#) – manage Section and Chapter meetings
- [WebInABox](#) – generate simple Section websites in an automated fashion
- [Voting](#) – submit votes in Section officer elections
- [Officers](#) – report new officers or officer changes
- [SBR](#) (Student Branch Reporting) – collecting and search reports submitted by student branch volunteers
- [Surveys](#) – quickly create online surveys using an intuitive interface and distribute them via Email, Web link, etc.
- [WebEx](#) – a Web Conferencing service to Geographic Organizational Units for online meetings, webinars, training, demos and presentations

[www.ieee.org/about/volunteers/remote\\_conferencing](http://www.ieee.org/about/volunteers/remote_conferencing)

# Volunteer Orientation

## 5. Short overview of Member and Geographic Activities

# Member and Geographic Activities

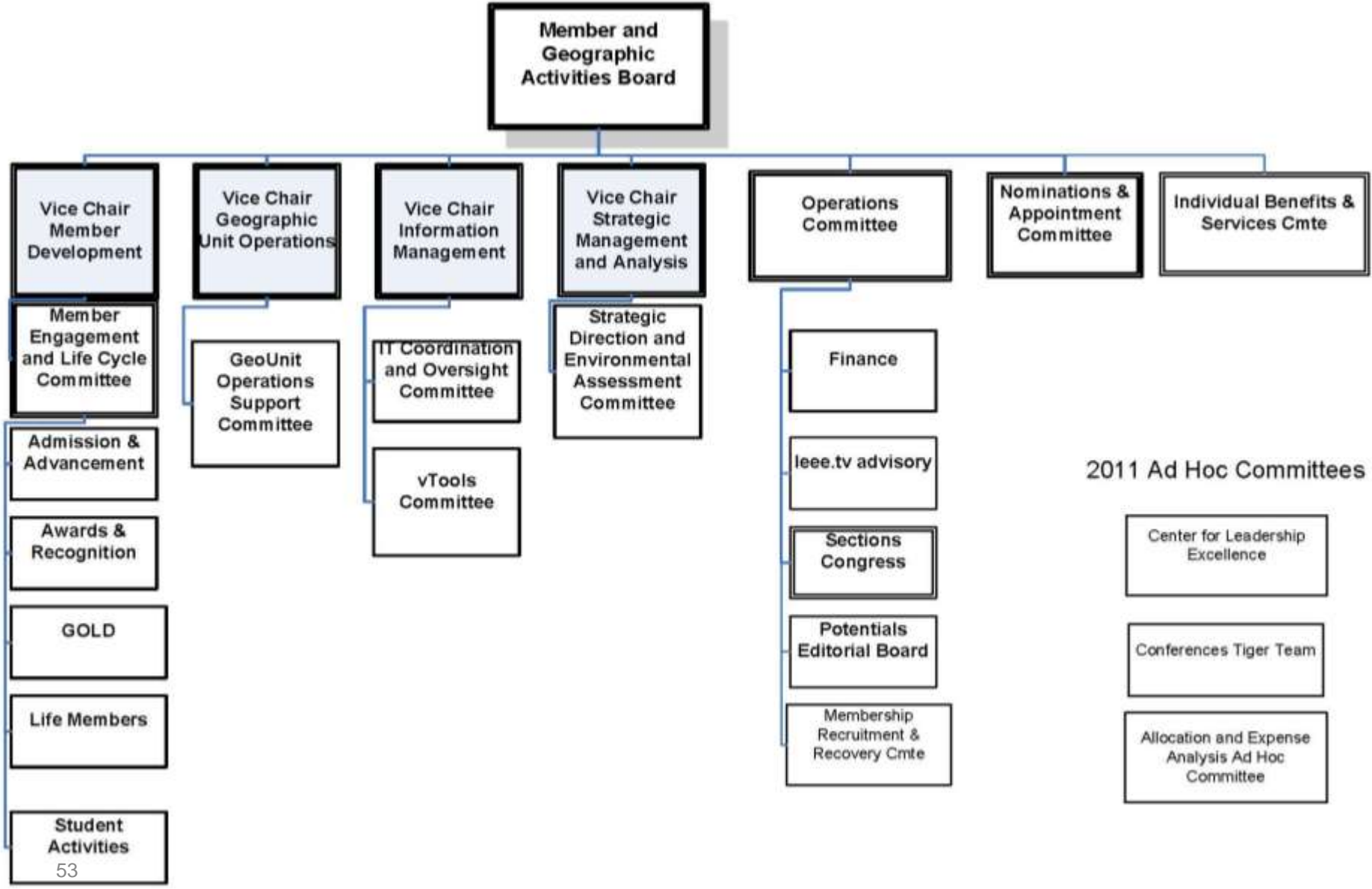
[www.ieee.org/mga](http://www.ieee.org/mga)

- MGA Home (News; Vision and Mission; Geographic Units)
- MGA News (with an archive of former issues of Scoop)
- **MGA Board**
- **Geographic Unit Operations Resources**
- Regional World Map
- MGA Committees, Agendas, and Reports
- MGA Nominations and Appointments
- MGA Awards and Recognition Program
- **MGA Operations Manual**
- **MGA Department**

# MGA Board

- Chair and Vice President, MGA
- Past Chair
- Secretary
- Treasurer
- 10 Region Directors
- 4 Vice Chairs
  - Member development
  - Geographic unit operations
  - Information management
  - Strategic management and analysis
- 2 TAB Appointments

# MGA Board and Committee Structure – November 2011



# Geographic Unit Operations Resources

[www.ieee.org/societies\\_communities/geo\\_activities/resources](http://www.ieee.org/societies_communities/geo_activities/resources)

- IEEE **Center for Leadership Excellence** – Training for Geographic Unit Leaders ([www.ieee.org/cle](http://www.ieee.org/cle))
- Required reporting for Geographic Units
- IEEE Organization Roster ([www.ieee.org/roster](http://www.ieee.org/roster))
- IEEE e-Notice ([www.ieee.org/enotice](http://www.ieee.org/enotice))
- SAMIEEE ([www.ieee.org/samieee](http://www.ieee.org/samieee))
- **vTools** ([vtools.ieee.org](http://vtools.ieee.org))
- Request for letter to employer
  
- Formation and Petitions, Section Bylaws and Addendums, Affinity Groups, Chapters, Ordering products

# Center for Leadership Excellence 1

- [www.ieee.org/cle](http://www.ieee.org/cle)
- The IEEE Center for Leadership Excellence (CLE) serves as the repository for all leadership training material within IEEE to ensure IEEE keeps pace with its evolving organization.
- Additionally, it will meet the needs of IEEE volunteer leadership by providing materials that will enable volunteers to accomplish their jobs efficiently and effectively, thus allowing them to spend more time ensuring that members are engaged in IEEE activities so that IEEE member satisfaction and relevance continue to grow.

# Center for Leadership Excellence 2

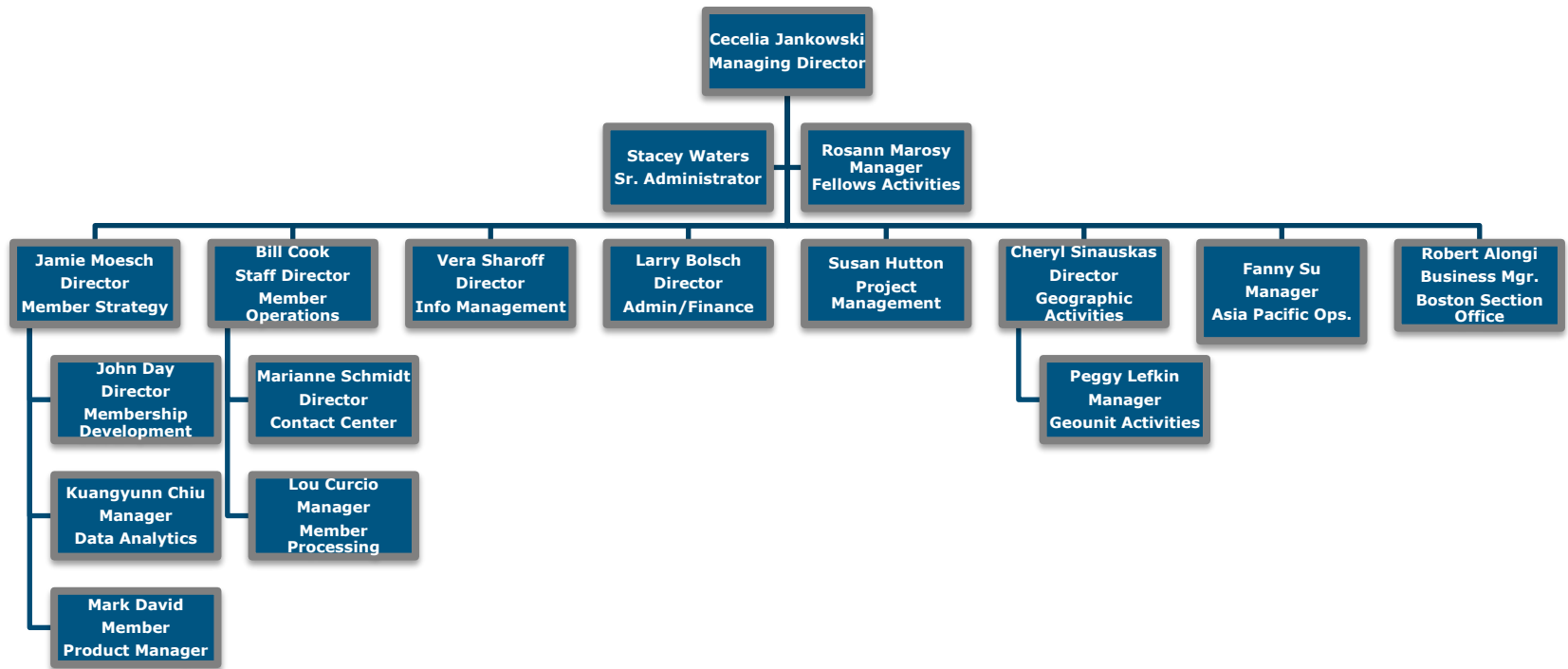
- The IEEE CLE makes information easily available with a Learning Library in key areas of education and training. This Library will be updated regularly with new courses as they become available.
- Volunteers will now benefit from having access to full course material for their positions which will provide a one place to go for all their training needs. This includes a Quick Start module to help come up to speed during their first 30 days in their position, a job description for their role, time line of key dates and recommended training modules that support the particular aspect of their role.
- [www.ieee.org/cle](http://www.ieee.org/cle) contains an IEEE Glossary!



# MGA Operations Manual

1. Introduction
2. Member and Geographic Activities Board
3. MGA Financial Matters
4. MGA Committees
5. MGA Operations Committee
6. MGA Assembly
7. MGA Nominations and Appointments Process
8. **Member and Geographic Activities Awards**
9. **Geographic Organizational Units**
10. **Conferences**
11. MGA Publications
12. Revisions to the MGA Operations Manual

# MGA Department



# MGA Department

- Managing Director, Cecelia Jankowski
- Member Strategy, Jamie Moesch
- Member Operations, Bill Cook
- Information Management, Vera Sharoff
- Finance and Administration, Larry Bolsch
- Project Management, Susan Hutton
- Geographic Activities, Cheryl Sinauskas

# Member Strategy Team

Director, Member Strategy

***Jamie Moesch***

Member Data  
and Research

- Membership Statistics
- Member Satisfaction
- Member Studies
- Measuring Engagement
- Alternate Models
- Dashboards

Membership  
Development

- MD Materials
- MD Support
- Membership Promotion
- Student Programs
- Affinity Groups
- Benefit Promotion
- Campaign Coordination
- Marketing Operations

Product  
Management

- myIEEE
- memberNet
- IEEE.tv
- Mentoring Connection
- Benefit Portfolio Mgmt
- New Benefit Process
- Financial Mgmt

# Member Operations Team

Staff Director, Member Operations

**Bill Cook**

Member Processing

- Join
- Renew
- Add societies

- Add Publications
- Change address
- Update profile

Contact Center

- Member Questions
- Computer access
- Recover password

- Order products
- Payment Resolution
- Magazine Replacement

Administration

- Project Management
- Budgeting
- Financial forecast
- Process Management

- Work flow
- Results measurement
- Productivity

# Information Management Team

Director, Information Management

***Vera Sharoff***

Member  
Experience

- Join
- Renew
- Add Societies / Subscriptions

Volunteer  
Tools

- eNotice
- EWH
- Online Communities
- Training
- SAMIEEE
- vTools

Operations

- Back Office Processes
- Project Management
- Web Presence

# Finance and Administration Team

Director, Finance and Administration

**Larry Bolsch**

Finance

- Planning
- Forecasting
- Budgets

- Financial Analysis
- Business Models
- Monthly Reporting

Geo Unit Reporting

- L50 Reports
- Tracking
- Internal Controls

- Compliance

Banking Transactions

- Region Financial Transactions
- Advise and support Section Treasurers

- Monthly Assessment Summaries
- Custody Accounts

# Geographic Activities Team

Director, Geographic Activities

***Cheryl Sinauskas***

Geo Unit  
Operations

- Regulatory
- Compliance

- Section Operations
- Volunteer Training
- Processes

Geo Unit  
Administration

- Volunteer Inquiries
- Historical Research

- Meeting Reports
- Recognition Products
- Geo Unit Formations

Governance

- Policy Management
- MGA Board Operations
- Committee Support

- Volunteer Development
- Volunteer Recognition



# Volunteer Orientation

## 6. Rules of order during Region 8 Committee meetings

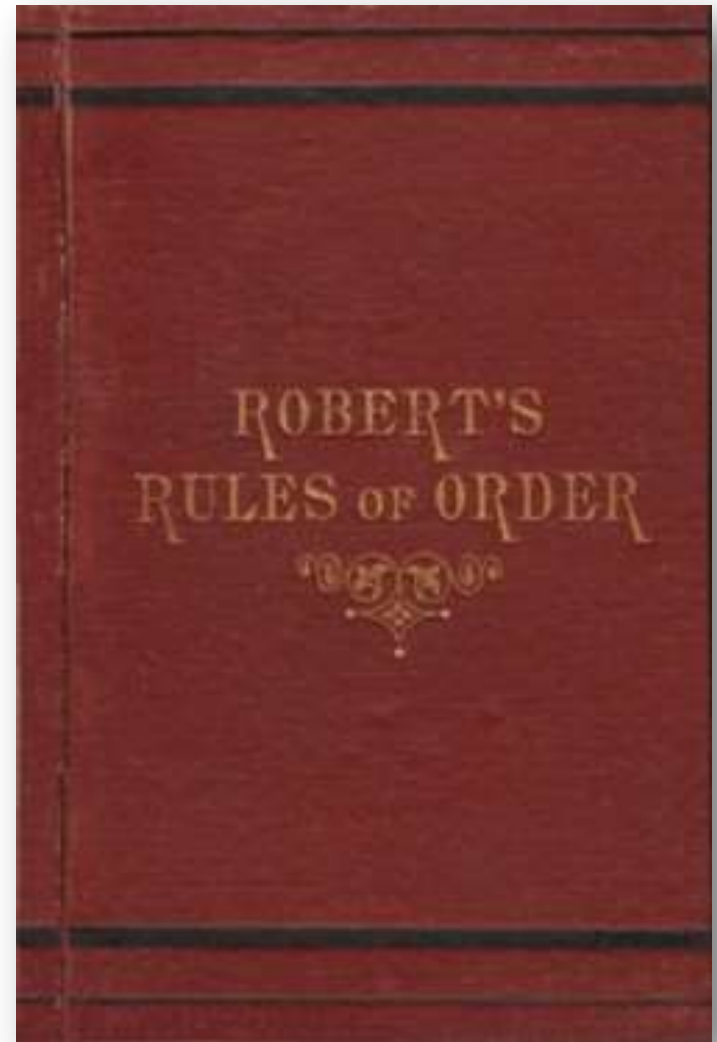
# Rules of order



- **Rules of order**, also known as **standing orders** or **rules of procedure**, are the written rules of parliamentary procedure adopted by a deliberative assembly, which detail the processes used by the body to make decisions.
- *IEEE Bylaws I-300. Management*  
**Robert's Rules of Order** shall be used to conduct business at meetings of the IEEE Board of Directors, Major Boards, Standing Committees and other organizational units of the IEEE unless other rules of procedure are specified in the Not-For-Profit Corporation Law of the State of New York, the IEEE Certificate of Incorporation, the IEEE Constitution, these Bylaws, the IEEE Policies, resolutions of the IEEE Board of Directors, or the applicable governing documents of those organizational units provided such organizational documents are not in conflict with any of the foregoing.

# Origins

- Henry Martyn Robert:  
***Pocket Manual of Rules of Order for Deliberative Assemblies***, February 1876
- Loosely modelled after rules used in the United States House of Representatives.
- Robert was an active member of several organizations. To help simplify and organise meetings, he decided to write a manual that would enable organizations to adopt a parliamentary procedure.



# Rules of order in R8 Committee

- **All members of the Committee have equal rights** to participate and take part in debate, except that non-voting members do not have the right to vote.
- Substantial parts of a meeting are organised in an informal way.
- Formal parts of meetings are normally conducted in accordance with **Robert's Rules**.
  - Robert's Rules are not well known in the countries of Region 8, it cannot be assumed that the R8 Committee members have more than a superficial familiarity with these rules, and this must be allowed for in the conduct of the meetings
- **The Chair** should enable an orderly debate to take place on all issues, and allow equal and fair rights to all members of the Committee.
- During formal debates, **the Chair must take a neutral position** and may only vote when his/her vote may change the outcome.

# Main ideas

- Rules of order are used to **simplify** the parliamentary procedure, **not to complicate** it.
- **Everyone has the right to speak** once if they wish, before anyone may speak a second time.
- Everyone has the right to know **what is going on** at all times.
- Only **urgent matters may interrupt** a speaker.
- The members discuss **one thing at a time**.



# The basics of the rules

Nancy Sylvester, "The complete idiot's guide to Robert's rules," ISBN 1-59257-163-8, Alpha, Indianapolis, IN, 2004.

- **One thing at a time.** Only one main motion is allowed on the floor at a time, but there is a system to put that motion aside if something more urgent comes up.
- **One person, too.** Only one person may talk at a time.
- **And only one time per meeting.** The same motion (or practically the same) can not be made more than once per session; the only exception is if a member changes his or her mind.
- **Enough of us have to be here to decide.** The group determines the minimum number of people (called a quorum) that must be present to make a decision for the whole group.

# The basics of the rules (cont'd)

- **Protected even if absent.** The rights of the members who are absent are protected.
- **Vote requirements are based on members' rights.** The determination of what kind of vote is needed (such as majority, two-thirds, ...) is based on members' rights. If an action gives rights to the members, it requires a majority vote to pass. If an action takes away rights from members, it requires a two-thirds vote to pass.
- **Silence = consent.** If a member chooses to abstain from voting, that member is giving his or her consent to the decision made by the group.
- **Everybody is equal.** All voting members have equal rights. The majority rules but the minority has the right to be heard and to attempt to change the minds of the majority.

# How to do things ...



## **You want to bring up a new idea before the group.**

- After recognition by the chair, present your motion.
- A second is required for the motion to go to the floor for consideration (and the motion now belongs to the body).

## **You want a motion just introduced by another person to be killed.**

- Without recognition from the chair, state "I object to consideration."
- This must be done before any debate.
- This requires no second, is not debatable and requires a 2/3 vote.

## **You want to change some of the wording in a motion under debate.**

- After recognition by the chair, move to amend by adding words, striking words or striking and inserting words.
- This may be recognised as a friendly amendment by the person [or body] who proposed the original motion.



# How to do things ...



**You like the idea of a motion under debate, but you need to reword it beyond simple word changes.**

- Move to substitute your motion for the original motion.
- If it is seconded, debate will continue on both motions and eventually the body will vote on which motion they prefer.

**You feel the motion addresses two or more separate issues.**

- Move to divide the question.

**You want more study and/or investigation given to the idea under debate.**

- Move to refer to a committee.
- Be specific as to the charge to the committee.

**You want more time personally to study the proposal under debate.**

- Move to postpone to a definite time or date.

# How to do things ...



## **You want to postpone a motion until some later time.**

- Move to table the motion.
- The motion may be taken from the table after one item of business has been conducted.
- If the motion is not taken from the table by the end of the next meeting, it is dead.

## **You have heard enough debate.**

- Move to call the question; this cuts off debate and brings the assembly to a vote on the pending question only.
- Requires a 2/3 vote.

## **You want to take a short break.**

- Move to recess for a set period of time.

## **You want to end the meeting.**

- Move to adjourn.

# How to do things ...



## **You are unsure that the chair has announced the results of a vote correctly.**

- Without being recognized, call for a "division of the house."
- At this point a standing vote will be taken.

## **You are confused about a procedure being used and want clarification.**

- Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry."
- The chair will ask you to state your question and will attempt to clarify the situation.

## **You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.**

- Move to reconsider.
- If the majority agrees, the motion comes back on the floor as though the vote had not occurred.



# Summary

**You may INTERRUPT a speaker for these reasons only:**

- to get information about business – **point of information**
- to get information about rules – **parliamentary inquiry**
- if you can't hear, safety reasons, comfort, etc. – **question of privilege**
- if you see a breach of the rules – **point of order**
- if you disagree with the chair's ruling – **appeal**

**You may influence WHAT the members discuss:**

- if you would like to discuss something – **motion**
- if you would like to change a motion under discussion – **amend**

**You may influence HOW and WHEN the members discuss a motion:**

- if you want to discuss the topic at another time – **postpone** or **lay it on the table**
- if you think people are ready to vote – **call the question**

To:	You say:	Interrupt Speaker	Second Needed	Debat ~able	Amend ~able	Vote Needed
<b>Adjourn</b>	"I move that we adjourn"	No	Yes	No	No	Majority
<b>Recess</b>	"I move that we recess until..."	No	Yes	No	Yes	Majority
<b>Complain about noise, room temp., etc.</b>	"Point of privilege"	Yes	No	No	No	Chair Decides
<b>Suspend further consideration of something</b>	"I move that we table it"	No	Yes	No	No	Majority
<b>End debate</b>	"I move the question"	No	Yes	No	No	2/3
<b>Postpone consideration of something</b>	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
<b>Amend a motion</b>	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
<b>Introduce business (primary motion)</b>	"I move that..."	No	Yes	Yes	Yes	Majority

To:	You say:	Interrupt Speaker	Second Needed	Debat ~able	Amend ~able	Vote Needed
<b>Object to procedure</b>	"Point of order"	Yes	No	No	No	Chair decides
<b>Request information</b>	"Point of information"	Yes	No	No	No	None
<b>Ask for vote by actual count</b>	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
<b>Object to considering some matter</b>	"I object to consideration of this question"	Yes	No	No	No	2/3
<b>Take up matter previously tabled</b>	"I move we take from the table..."	Yes	Yes	No	No	Majority
<b>Reconsider something</b>	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Same as original motion	No	Majority
<b>Vote on a ruling by the Chair</b>	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

# Volunteer Orientation

## 7. Concluding remarks

# Some general remarks to Section Chairs

- Complete ExComs (A&R, GOLD, MD, PA, SAC, SSR, ...)
- Allocate sufficient budget for your officers
- Reporting: officers (please update!), meetings, finances
- ExCom task descriptions – Training needs
- Center for Leadership Excellence
- Recognize your volunteers – Section awards
- Recognize your activities – Region 8 News
- Keep your members informed – Web site, Newsletter
- Member Benefits ([www.ieee.org/start](http://www.ieee.org/start))
- New Member Orientation Webinars ([www.ieee.org/start](http://www.ieee.org/start))
- Contact and support ([www.ieee.org/about/contact\\_center/](http://www.ieee.org/about/contact_center/))
- Support center (<https://supportcenter.ieee.org>) – 24/5



[Support Home](#)

[Answers \(FAQ\)](#)

[Submit A Question](#)

## Most Popular Questions

[How do I renew my annual membership?](#)

[How can I access the 2012 IEEE Special Interest Memberships and Subscriptions catalog for Professional or Student?](#)

[How can I make changes to my 2012 annual renewal invoice?](#)

[What are the changes to Xplore?](#)

[How do the new upgrades and enhancements affect myIEEE?](#)

[What are the advantages of using the new IEEE e-commerce platform?](#)

[Why is IEEE upgrading its web sites and systems?](#)

[Where do I go to recover my username and password if I forgot it?](#)

[How do I register for an IEEE Web Account?](#)

[When can I expect to receive my Membership Card?](#)

[How can I find out the status, and expected delivery of my publications to which I subscribed?](#)

[Can I change my web account information?](#)

[See all popular questions](#)

## Find Answers

Search



## Support



### Support

IEEE Contact Center



### Live Chat

Chat with a member of our support team.



### Give Feedback

How can IEEE make this site more useful for you?

## Tips for Searching FAQs

Browse the **Popular Questions** section for the most current and

# Some common acronyms

# 1

- AIEE : American Institute of Electrical Engineers
- A&R : Awards and Recognition
- BoD : Board of Directors
- CLE : Center for Leadership Excellence
- EAB : Educational Activities Board
- ECC : Electronic Communications Coordinator
- EMEA : Europe, Middle East, Africa (= Region 8)
- EPICS : Engineering Projects in Community Service
- ExCom : Executive Committee (in Section or Regions)
- GOLD : Graduates of the Last Decade
- GSM : Graduate Student Member

# Some common acronyms

## 2

- IBP : IEEE Business Platform
- ICP : Interactive Content Project
- ICX : IEEE Conference Exchange
- IEL : IEEE/IET Electronic Library
- IET : Institution of Engineering and Technology
- IRE : Institute of Radio Engineers
- MD : Membership Development
- MGA : Member and Geographic Activities
- N&A : Nominations and Appointments
- NIC : New Initiative Committee
- OpCom : Operating Committee (in Region 8)
- OU : Organizational Unit

# Some common acronyms

## 3

- PA : Professional Activities
- POCO : Panel of Conference Organizers
- PSPB : Publication Services and Products Board
- RSR : Region Student Representative
- SA : Standards Association
- SAC : Student Activities (sub)Committee
- SAMIEEE : Section/Society Access to Membership IEEE
- SBC : Student Branch (and GOLD) Congress
- S/C : Society/Council
- SPC : Strategic Planning Committee
- SPC : Student Paper Contest
- SSR : Section Student Representative

# Some common acronyms

## 4

- STEM : Science, Technology, Engineering, Mathematics
  - STEP : Student Transition and Elevation Partnership
  - TAB : Technical Activities Board
  - TCS : Technical Co-Sponsorship/ed
  - TISP : Teacher In-Service Program
  - VCF : Voluntary Contribution Fund
  - VC : Vice Chair
  - VP : Vice President
  - WiE : Women in Engineering
- 
- All Society (AES ... VT) and Council (BIO ... TM) acronyms
  - Questions? Do not hesitate to ask me!

# Outline

1. Introduction of participants – Costas Stasopoulos
2. Short overview of IEEE
3. Short overview of Region 8
4. Running a Section successfully
5. Short overview of Member and Geographic Activities
6. Rules of order during Region 8 Committee meetings
7. Concluding remarks
  
- 8. Region 8 organizational aspects – Ali El-Mousa**
- 9. Region 8 financial aspects – Brian Harrington  
(financial reporting, reimbursement)**
- 10. Conclusion**

**Thank you!**  
**My email:**  
**costas@ieee.org**

