Volunteer Orientation

Costas Stasopoulos
Region 8 Director-Elect

Outline

1. Introduction of participants
2. Short overview of IEEE
3. Short overview of Region 8
4. Running a Section successfully
5. Section Vitality Dashboard
6. Short overview of Member and Geographic Activities
7. Rules of order during Region 8 Committee meetings
8. Conclusion

Volunteer Orientation

1. Introduction of participants

Costas Stasopoulos

- **From the island of Cyprus (EU)**
- **Manager at the Electricity Authority of Cyprus**
- **Power Engineer**
- **SIEEE, member since 1985 (29 years)**
- **IEEE R8 Secretary 2007-2012**
- **IEEE R8 Director Elect 2013-2014**
- **IEEE R8 Director 2015-2016**

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Participants

- Ali El-Mousa   R8 Secretary
- Amer Saif Al-Hinai   Oman Section Chair
- Jan Vrba   Czechoslovakia Section Chair
- Ryszard Jachowicz   Poland Section Chair
- Yuming Jiang   Norway Section Chair
- Aniruddha Shahapure   Kenya Section Chair
- Stephen Nightingale   United Kingdom-Rep of Ireland Section Chair

- Valentin Baranov   Belarus Section Chair
- Mohamed Abdelazeez   Jordan Section Chair
- Ghassan Sha'ban   Lebanon Section Chair
- Urban Burnik   Slovenia Section Chair
- Marios Antoniou   Cyprus Section Chair

- Emilio Corchado   Spain Section Chair
- Peter Kadar   Hungary Section Chair
- Sattar Sadkhan   Iraq Section Chair
- Ole Lauridsen   Denmark Section Chair
- Mikael Bergqvist   Sweden Section Chair
- Fadhel Abulhasan   Kuwait Section Treasurer
- Volker Koch   Switzerland Section Chair
- Paul Micallef   Malta Section Chair
- Abdelfettah Belghith Tunisia Section Chair
- Christoph Stiller   Intelligent Transportation Systems Society R8 Chapter Coordinator
- Tamas Haidegger   Robotics and Automation Society R8 CC
- Ioannis Kakadiaris   Biometrics Council R8 CC

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- Ilya Galkin — IAS/IES/PELS Chapter Chair
- Margartha Eriksson — R8 Director-Elect candidate
- Imad Elhajj — Lebanon Section Vice Chair
- Preethy V Warrier — Amrita Vishwa Vidyapeetham SB IAS Ch. VC
- Aneesh Rajeev — Amrita Vishwa Vidyapeetham SB IAS Ch. Chair
- Maciej Borówka — R8 Student and Young Professional Congress Organizing Committee
- Andreas Neumeier — R8 Industry Relations SC Member
- Elya Joffe — R8 Chapter Coordination Chair
- Carmelina Ruggiero — Nanotechnology Council R8 Ch.Coordinator
- Youmna El-Bitar — R8 Student Electronic Communications Coordinator
- Habib Kammoun — R8 Professional Activities SC Member
- Shashank Gaur — R8 Professional Activities SC Member
- Terje Gjengedal — R8 Industry Relations Chair
- Ana Katalinic — R8 Young Professionals Activities SC Member

Volunteer Orientation

2. Short overview of IEEE

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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

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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
  - 2516 Chapters
- Bring members together with similar interests
- Sponsor conferences, workshops, tutorials, seminars, etc.
- Develop publications: Journals, Magazines, Newsletters
- Recognize member accomplishments

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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

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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**.

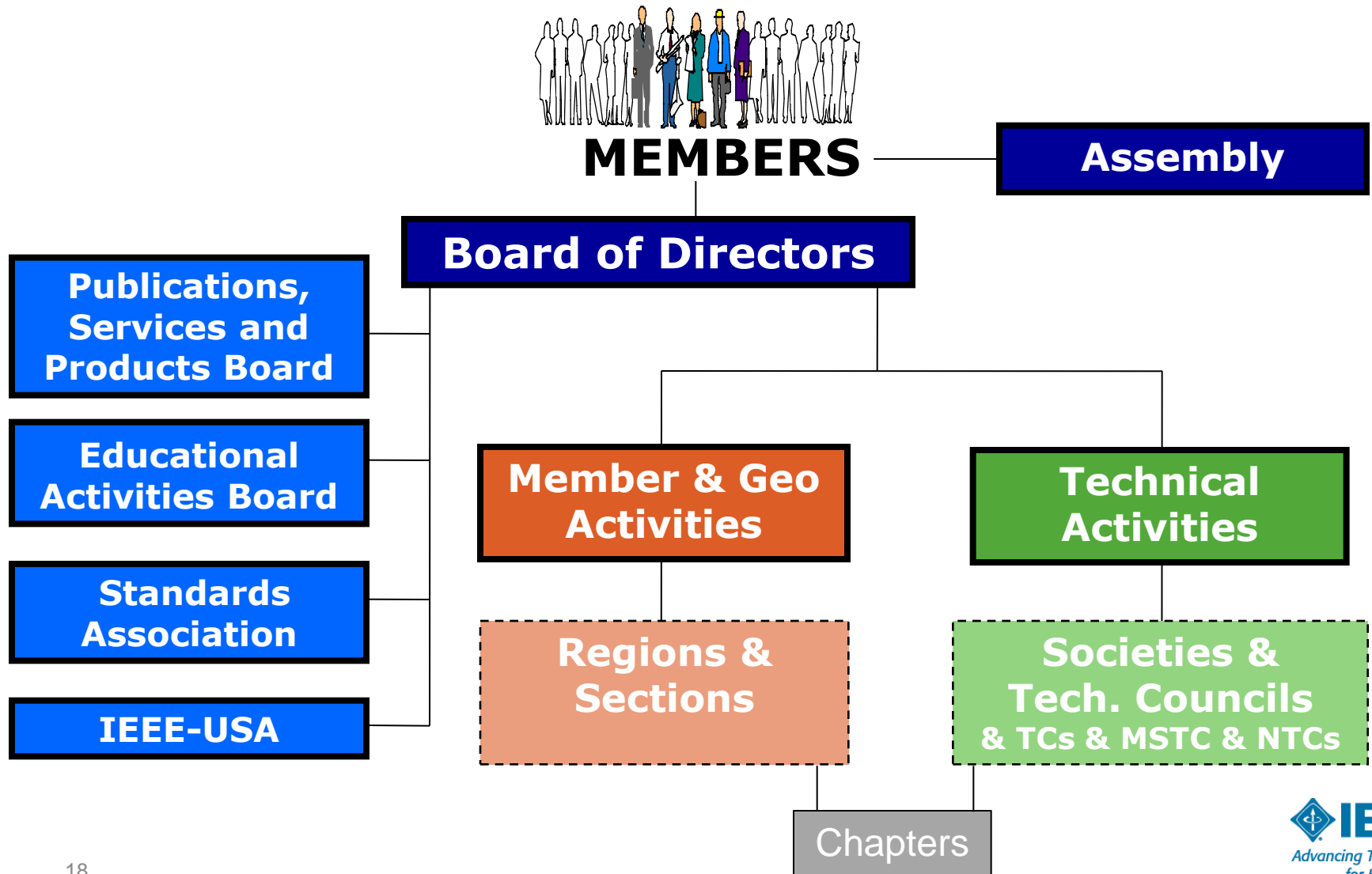IEEE presidents also serve on the three top-tier IEEE governing bodies:

- **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

MEMBERS

Assembly

Board of Directors

Publications, Services and Products Board

Educational Activities Board

Standards Association

IEEE-USA

Member & Geo Activities

Technical Activities

Regions & Sections

Societies & Tech. Councils
& TCs & MSTC & NTCs

Chapters

IEEE quick facts   1

- More than **430,000 members** in more than 160 countries; 50 % of whom are from outside the United States

- More than **120,000 student members**

- **333 Sections** in 10 geographic Regions worldwide

- **2,231 Chapters** that unite local members (in one or more Sections) with similar technical interests

- **2,516 Student Branches** at colleges and universities in 80 countries

- **790 Student Branch Chapters** of IEEE technical Societies

IEEE quick facts   2

- **432 Affinity Groups**, non-technical sub-units of one or more Sections or a Council: IEEE-USA Consultants' Network, Young Professionals (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 **4 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

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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 **1,450 conferences** in 92 countries while:
  - partnering with more than **1,000 non-IEEE entities** globally
  - attracting more than **419,000 conference attendees**
  - publishing over **1200 conference proceedings** via IEEE Explore

Data current as of 23-3-2014, taken from www.ieee.org/about/today

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Volunteer Orientation

3. Short overview of Region 8

OpCom members

OpCom members

R8 Director – **Martin Bastiaans**

R8 Director-Elect – **Costas Stasopoulos**

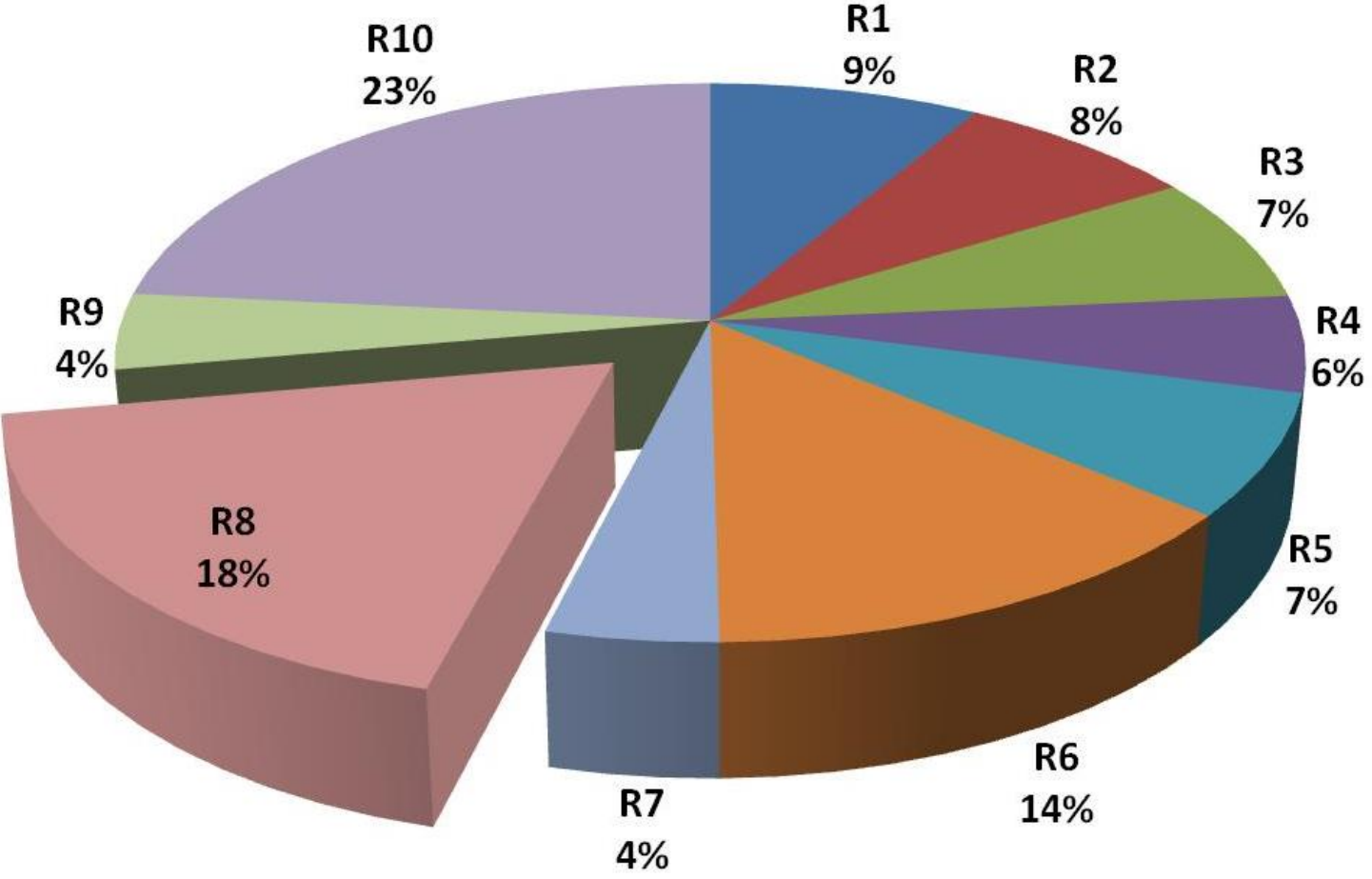R8 Past Director – **Marko Delimar**

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**

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

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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**

Organizational Units – 2013

- 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)

for Humanity

Future Region 8 conferences

- **Melecon**
  - Beirut, Lebanon, 13-16 April2014
- **EnergyCon**
  - Dubrovnik, Croatia, 13-16 May 2014

  EuroCon
  - Salamanca, Spain, 2-5 July 2015
- **Africon**
  - Still open 2015

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/

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 ttps://meetings.vtools.ieee.org/meeting_report/list

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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

Volunteer Orientation

5. Section Vitality Dashboard

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Section Vitality Dashboard

Section Vitality Dashboard

The Section Vitality Dashboard provides Section and other organizational unit leaders a monitoring tool that provides real-time, top-down status view of their section vitality metrics.

On this Page:
> Memberships and statistics
> Leadership
> Other key URLs

Memberships and statistics

- Section Vitality Dashboard
- Annual Statistics of the IEEE
- Year Over Year Comparison (Geographic Membership Statistics Dashboard)
- 5-Year Membership Trend (coming soon)

Note: When viewing the above Dashboards, use only one of the currently supported browsers: Chrome 31+; Firefox 13+; Firefox 6+; Firefox 3.5+; Internet Explorer 9.x; Safari 2.x; Safari4.x.

↑ top of page

Leadership

- Officer history (Vitality Dashboard officer tab)
- All current officers (geographic roster)

Other key URLs

vTools	SAMIEEE
• Voting • Online Officer Reporting • Meetings and L31 • WebInABox • Surveys • Review Room	eNotice Web Conferencing IEEE Online Rosters

↑ top of page

2014 (SC2014)

IEEE SECTIONS CONGRESS /// 2014

22-24 August 2014 Amsterdam, Netherlands

> **Register now for SC2014**
> Learn more about SC2014
> Donate to SC2014
> E-mail SC2014 Coordinator with questions

MGA Links

> E-mail MGA Staff
> Available MGA Board/Committee Positions
> Region Meetings Calendar
> IEEE Contact Center
> IEEE Governing Documents

IEEE Center for Leadership Excellence (CLE)

> View CLE Training

News around IEEE

> IEEE Newsroom
> IEEE Spectrum Online
> The Institute
> IEEE in the News (Public Visibility Initiative)
> Smart Grid Newsletter
> IEEE Conference Organizers' News

Section Vitality Dashboard

- **Memberships and statistics**
  - Section Vitality Dashboard
  - Annual Statistics of the IEEE
  - Year Over Year Comparison (Geographic Membership Statistics Dashboard)

- **Leadership**
  - Officer history (Vitality Dashboard officer tab)
  - All current officers (geographic roster)

Section Vitality Dashboard
Other key URLs

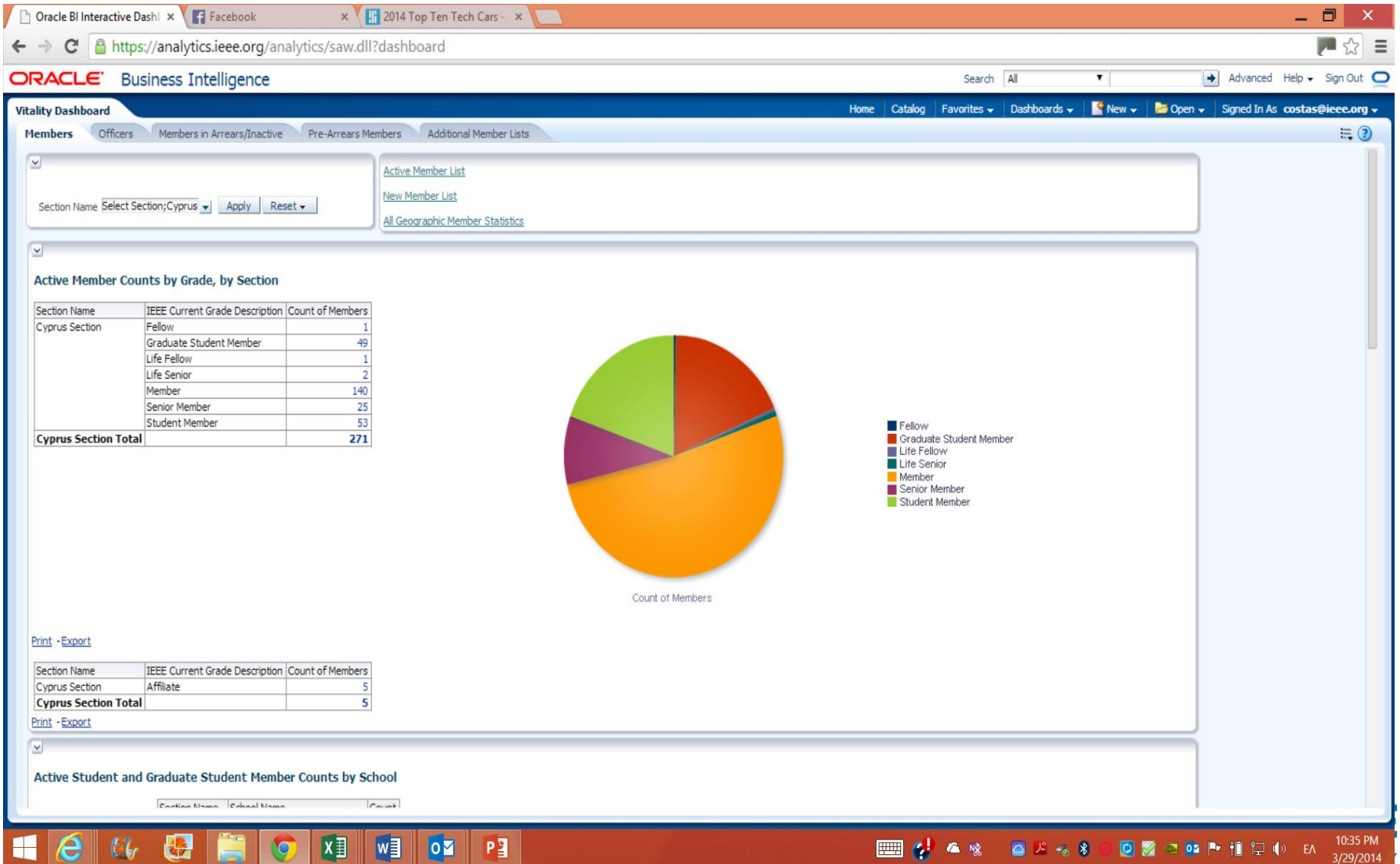- [vTools](#)
- Voting
- Online Officer Reporting
- Meetings and L31
- WebInABox
- Surveys
- Review Room

Section Vitality Dashboard
Other key URLs

- [SAMIEEE](#)

- [eNotice](#)

- [Web Conferencing](#)

- [IEEE Online Rosters](#)

Section Vitality Dashboard

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Section Vitality Dashboard

Volunteer Orientation

5. Short overview of Member and Geographic Activities

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Member and Geographic Activities

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

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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

Member and Geographic Activities Board

- **Vice Chair Member Development**
  - Member Engagement and Life Cycle Committee
  - Admission & Advancement
  - Awards & Recognition
  - GOLD
  - Life Members
  - Student Activities

- **Vice Chair Geographic Unit Operations**
  - GeoUnit Operations Support Committee

- **Vice Chair Information Management**
  - IT Coordination and Oversight Committee
  - vTools Committee

- **Vice Chair Strategic Management and Analysis**
  - Strategic Direction and Environmental Assessment Committee

- **Operations Committee**
  - Finance
  - Ieee.tv advisory
  - Sections Congress
  - Potentials Editorial Board
  - Membership Recruitment & Recovery Cmte

- **Nominations & Appointment Committee**

- **Individual Benefits & Services Cmte**

2011 Ad Hoc Committees

- Center for Leadership Excellence
- Conferences Tiger Team
- Allocation and Expense Analysis Ad Hoc Committee

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Geographic Unit Operations Resources

www.ieee.org/societies_communities/geo_activities/resources

- IEEE Center for Leadership Excellence – Training for Geographic Unit Leaders (www.ieee.org/cle)
- Required reporting for Geographic Units
- IEEE Organization Roster (www.ieee.org/roster)
- IEEE e-Notice (www.ieee.org/enotice)
- SAMIEEE (www.ieee.org/samieee)
- vTools (vtools.ieee.org)
- Request for letter to employer

- Formation and Petitions, Section Bylaws and Addendums, Affinity Groups, Chapters, Ordering products

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Center for Leadership Excellence   1

- 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 contains an IEEE Glossary!

IEEE Home | Join IEEE | Log in

vTools

◆ IEEE

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

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vTools   *.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

MGA rules for rebate

- All Sections in existence on 31 December and meeting minimum requirements receive a US$2,000 annual allowance.

- US$3 for each Member, Student, or Associate grade member, US$1.50 for each Affiliate, and US$4 for each Senior or Fellow Grade member, based on 31 December statistics

- US$200 for each chapter and/or affinity group meeting minimum requirements

- All sections whose reporting (financial, meeting, and officer) is submitted by a deadline, receive a 10% bonus of the total rebate.

MGA rules for rebate

- **Activity bonus:** In an effort to encourage activities at the local level, activity bonuses may be awarded as follows:

- All sections reporting ten meetings or more, at least five of which must be of a technical nature, shall receive an additional US$200

- All chapters or affinity groups reporting six or more meetings of a technical nature shall receive an additional US$75

- Joint meetings may be counted toward only one unit's bonus

- All units must qualify for the timely reporting bonus in order to be eligible for an activity bonus

MGA rules for rebate Activity and reporting requirements:

- **Current officer report:** Reports of current section, subsection, chapter, and affinity group officers must be submitted within 20 days following the election and/or appointment of such officers

- **Financial report:** A financial report summarizing the previous year's financial activities must be submitted annually. If the section is unable to obtain financial records from a subsection, chapter, or affinity group, it may opt to submit a statement that the subunit has failed to submit a timely financial report and waive its right to a rebate for that particular subunit

MGA rules for rebate Activity and reporting requirements:

- **Bank signature card:** The bank signature card(s) must be returned to the IEEE Operations Center for the signature of the IEEE Staff Director-Financial Services before the section rebate will be released. This is required for all bank accounts for sections and their subunits within the US, and those Units outside of the US where banking and legal restrictions will allow

- **Meeting Activity Report(s):** Meeting activity reports are key to unit maintenance and viability. A Meeting Report Form (L31) should be submitted via the Web for each meeting.

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
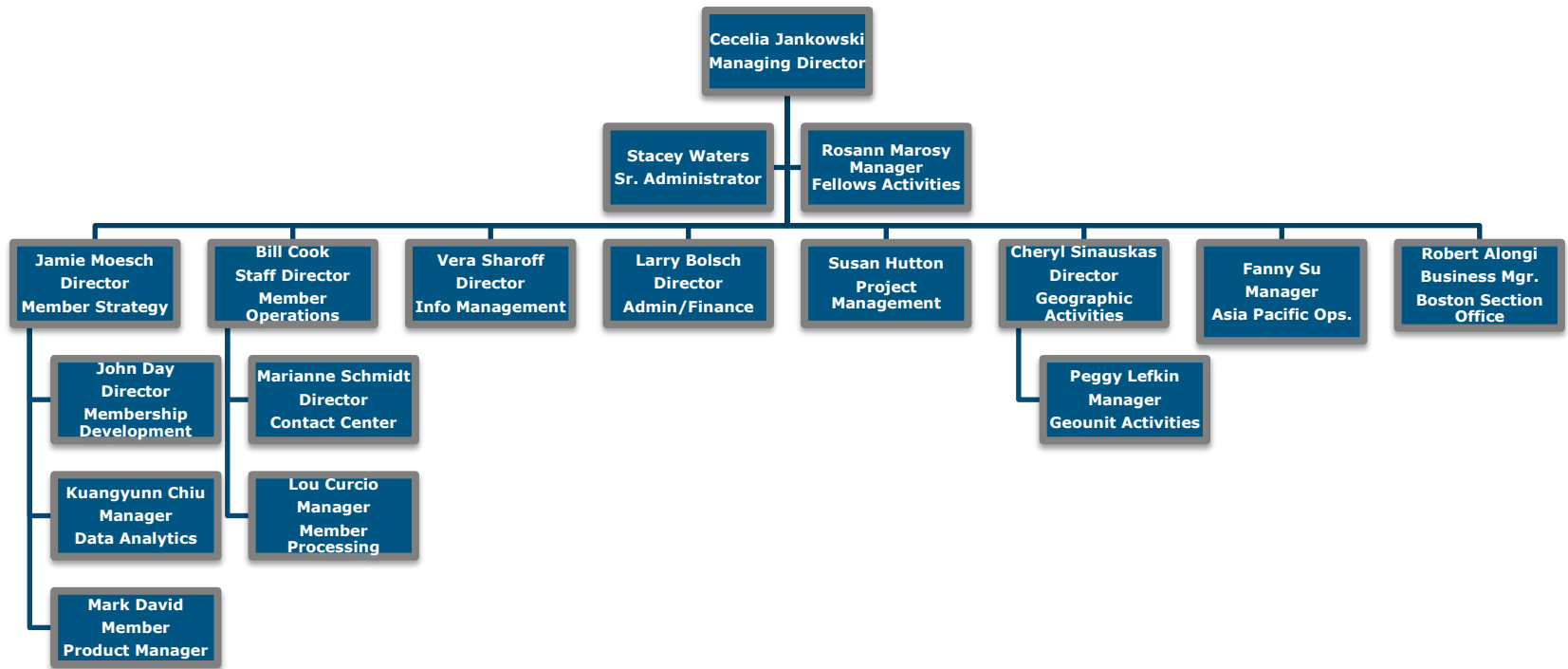
MGA Department

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

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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

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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

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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

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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.
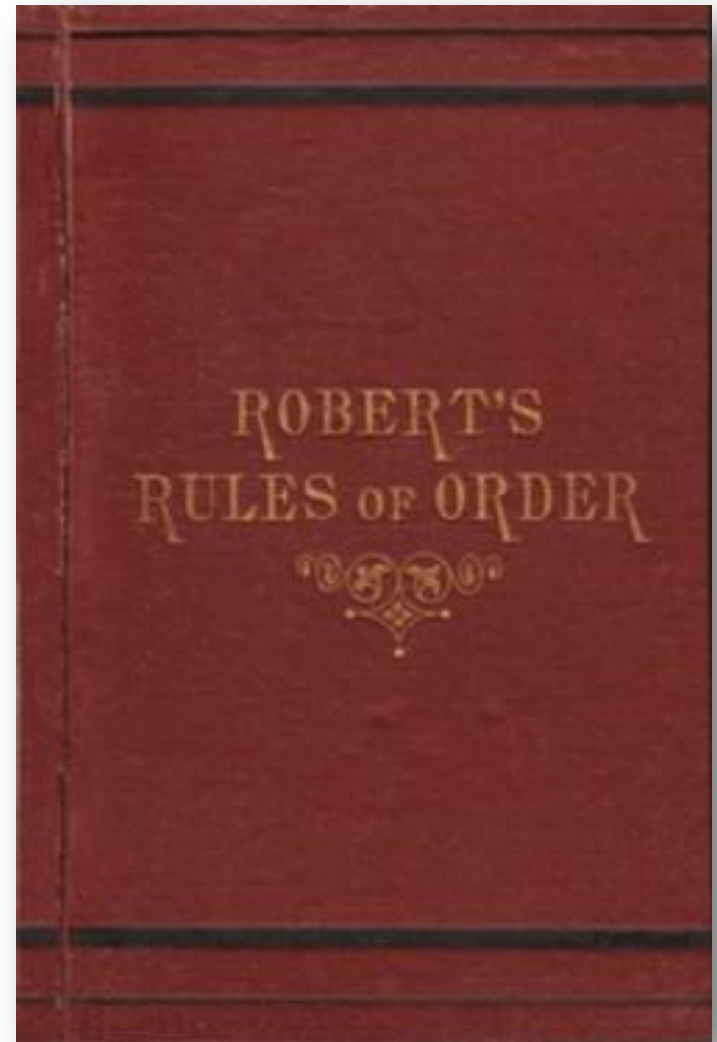
Rules of order in R8 Committee

- **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, <u>present your motion</u>.
- 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 <u>object to consideration</u>."
- 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, <u>move to amend</u> 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.

- ▣ <u>Move to substitute your motion</u> 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.

- ▣ <u>Move to divide the question</u>.

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

- ▣ <u>Move to refer to a committee</u>.
- ▣ Be specific as to the charge to the committee.

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

- ▣ <u>Move to postpone</u> to a definite time or date.

How to do things ...

You want to postpone a motion until some later time.

- <u>Move to table</u> 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.

- <u>Move to call the question</u>; 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.

- <u>Move to recess</u> for a set period of time.

You want to end the meeting.

- <u>Move to adjourn</u>.

How to do things ...

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

- ▣ Without being recognized, call for a "<u>division of the house</u>."

- ▣ At this point a standing vote will be taken.

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

- ▣ Without recognition, call for "<u>Point of Information</u>" or "<u>Point of Parliamentary Inquiry</u>."

- ▣ 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.

- ▣ <u>Move to reconsider</u>.

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

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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
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until…"	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until…"	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by…"	No	Yes	Yes	Yes	Majority
Introduce business (primary motion)	"I move that…"	No	Yes	Yes	Yes	Majority

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

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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)
- New Member Orientation Webinars (www.ieee.org/start)
- Contact and support (www.ieee.org/about/contact_center/)
- Support center (https://supportcenter.ieee.org) – 24/5

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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!

Thank you!
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