

## IEEE REGION 8 OPERATIONS MANUAL

### R8-1 STATUS OF THIS DOCUMENT

This Operations Manual is a “living document” which describes the traditions, customs, practices and policies of the Region 8 Committee, and supplements the information in the MGA Operations Manual and the R8 Bylaws. The status of those and other documents are described in the R8 Bylaws (R8-1.2 GOVERNANCE). In the case that the R8 Bylaws and this document are not in agreement on any issue, the Bylaws take precedence.

Revisions to this document must be approved by the Region 8 Committee, by the procedure described in the R8 Bylaws (R8-2.3.1 OPERATIONS MANUAL REVISIONS)

### R8-2 VISION AND MISSION

The Vision of Region 8 is:

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

The Mission of Region 8 is:

To serve the needs of the members of the Institute, the profession, and Society at large, by enhancing and supporting the IEEE Organizational Units and their activities within Region 8.

To this end, Region 8

- Provides a platform for co-ordination, motivation and interaction among R8 entities
- Provides a link between the Region and other IEEE entities
- Works to achieve smooth and effective operation in different countries, recognizes cultural differences, and effectively co-operates with National Societies and other organizations
- Expands IEEE presence and activities to new areas in R8
- Promotes the transnational nature of IEEE within the Region and the Institute

This vision and mission were approved by the R8 Committee at the 78<sup>th</sup> meeting of the R8 Committee in Budapest in April 2002.

### R8-3 REGION 8 COMMITTEE

The constitution of the R8 Committee is described in the R8 Bylaws (R8-3 COMMITTEE MEMBERSHIP)

### R8-4 REGION 8 COMMITTEE OFFICERS

The Region 8 Committee Officers form the Region 8 Op-Com, and comprise the Director, Director-Elect, Past Director, Secretary, Treasurer and the three Vice Chairs for Member Activities, Student Activities and Technical Activities.

#### R8-4.1 REGION 8 DIRECTOR

In addition to serving on the IEEE Board of Directors and chairing the R8 Committee, the Region 8 Director represents the membership of Region 8 in the IEEE Assembly (Section I-400 of the IEEE Bylaws) as a voting delegate.

In addition, the Region 8 Director is a voting member of the Member and Geographic Board (MGAB) and a voting delegate of the MGA Assembly.

The Region 8 Director is encouraged to actively participate in MGAB and its standing committees and encouraged while Director-Elect to volunteer to serve on committees of the Board outside of MGAB, in order to gain a broader perspective of IEEE.

The time commitment is estimated as 34 to 61 days per year, excluding travel-time to meetings (from IEEE N & A Committee Guidelines)

#### R8-4.2 REGION 8 DIRECTOR-ELECT

The election process for Director-Elect is described in the R8 Bylaws (Clause R8-301.2) and the MGA Operations Manual (Section 9).

Candidates for election to this office can be expected to have had extensive experience as a volunteer in IEEE, typically holding an office in the R8 Committee, or chairing a R8 Subcommittee, and will have served as a Section Chair or senior Section Officer. Experience in the management level of an IEEE Society, providing some familiarity with the Technical Activities Board, would also be usual.

#### R8-4.3 REGION 8 PAST DIRECTOR

The Past Director has some specific duties (chairing the R8 Nominations and Appointments and the R8 Strategic Planning Subcommittees) and responsibility for Strategic Planning) and usually has responsibility for some other subcommittees, and also can be expected to represent Region 8 or the Region 8 Director at some events which the Director is unable to attend.

#### R8-4.4 REGION 8 SECRETARY

The term of office and election procedure of the Region 8 Secretary is specified in the R8 Bylaws.

The Region 8 Secretary shall be responsible for administrative matters pertaining to Region 8, including the timely preparation and distribution of the agenda and registration instructions for meetings of the Region 8 Committee and Region 8 OpCom. He/she shall also ensure that appropriate arrangements are in place for the compilation of registration data, for assistance with visas, and for hotel reservations for all those intending to be present at such meetings.

During these meetings, the Secretary shall be responsible for the Roll Call, attendance records and taking the Minutes, assisted as required by the Electronic Communications Co-ordinator and/or other available supporting members.

Following the meeting, the Secretary shall prepare and make available the Unapproved Minutes and where appropriate a list of Action Items in a timely manner, and provide for corrections to the Minutes to be made in an orderly and effective manner.

After the Minutes have been approved by the Committee, the Secretary shall be responsible for their subsequent archiving and availability.

The Secretary is responsible for the Historical records of the R8 Committee and its Subcommittees.

#### R8-4.5 REGION 8 TREASURER

The term of office and election procedure of the Region 8 Treasurer is specified in the R8 Bylaws.

The Region 8 Treasurer, being the chief financial officer of Region 8 Committee, shall be responsible for the reimbursement of authorised travel and other expenses of members of the Region 8 Committee, and for checking that the claims comply with IEEE and R8 policies. Cases of doubt or disagreement may be referred to the Region 8 Director for a decision.

The Region 8 Treasurer shall be responsible for the preparation of an annual budget, and for monitoring financial reports for adherence to the budget of Region 8. The Region 8 Treasurer shall provide periodic reporting on financial matters to the Region 8 Committee and the Region 8 Operating Committee and for securing their approval on financial actions when necessary.

In the planning of Region 8 Committee Meetings and other major events involving the Committee or its subcommittees, the Treasurer shall be responsible for ensuring that Hotel contracts and other substantial financial liabilities are handled in a manner compliant with IEEE requirements, and that reasonable economies are made.

Taking into account the legal and other requirements of the various jurisdictions in Region 8 and the banking regulations of various countries, candidates for Treasurer shall be selected from a country in Region 8 where the required financial transactions can be legally and promptly carried out, and the candidates for Treasurer need to be able to demonstrate appropriate financial experience and expertise.

#### **R8-4.6 REGION 8 VICE CHAIRS**

There are three Vice Chairs, for Member Activities, Student Activities and Technical Activities.

They are elected by the Region 8 Committee to a one-year term of office which may be renewed by further election on up to two occasions.

In the case that a Vice-Chair has served for only one year, it may be decided to present a slate of only a single candidate in the election, to allow the same Chair to serve for a second year. Service for a third year is unusual.

Candidates for election to Vice-Chair - Member Activities typically will have had previous relevant service on the R8 Committee or its subcommittees, and shown a continuing interest in serving member needs and the career development of members. Familiarity with the recruitment and retention of IEEE members would also be advantageous.

Candidates for election to Vice-Chair - Student Activities typically will have demonstrated continued interest and involvement with Student Activities either through previous relevant service on the R8 Committee or its subcommittees, or as Student Counselor at an active and well established Student Branch.

Candidates for election to Vice-Chair - Technical Activities typically will be active members of an IEEE Society and preferably have served in the management of a Society or conference organization, and have had previous relevant service on the R8 Committee or its subcommittees.

#### **R8-4.7 VACANCIES ARISING FROM INABILITY TO CONTINUE IN OFFICE**

If an officer has a long-term or permanent inability to continue in office the procedures described below shall be followed. The causes could include illness, death, moving place of residence outside Region 8, or personal or employment reasons. In the case of the Director, the procedure described in IEEE Bylaws shall be followed (I-301.10). The Region Director-Elect shall assume the duties of the Region Director, and in so doing shall vacate the office of Director-Elect.

The resulting vacancy for Director-Elect shall be filled by the candidate who had the next highest vote in the preceding election. If there is no such candidate or the candidate is no longer willing or able to serve, the normal election process for Director-Elect shall be initiated, during which the office will remain vacant.

In the case of Treasurer, Secretary or Vice Chair, the Director shall appoint an interim candidate until the next meeting of the R8 Committee, at which an election of a replacement shall take place.

#### **R8-5 ELECTIONS AND APPOINTMENTS PROCEDURES**

The R8 Director-Elect (and hence the Director) is elected by the voting membership of the whole of IEEE Region 8. The R8 Section Chairs are elected by the voting members of their Section.

The R8 Secretary, R8 Treasurer and the three R8 Vice Chairs (MA, SA, TA) are elected by the R8 Committee during an R8 Committee meeting.

The elected members of the R8 N & A subcommittee are elected by the R8 Section Chairs or alternates during an R8 Committee meeting (thus, absent Section Chairs with no alternate present at the meeting do not participate in the vote). Appointments are made by the Director or other R8 Officer as specified in this Operations Manual or in the R8 Bylaws. The normal IEEE rules for petition candidates apply to the elections for Director-Elect and Section Chairs.

In the case of the R8 Secretary, R8 Treasurer and the three R8 Vice Chairs (MA, SA, TA) a candidate may be added to the slate provided by the R8 N & A Committee by a petition including the signatures of at least 15 voting members of the R8 Committee. Valid signatories comprise anyone who is or was a voting or non-voting members of the Committee during the calendar year in which the petition is submitted. If the petition is not submitted by the candidate, it must be accompanied by the written confirmation of the willingness of the candidate to serve if elected. The petition must be submitted to the Director or Secretary twenty-eight (28) days before the election is due to take place, and after verification of validity, awareness of the additional candidate(s) must be made available to the R8 Committee fourteen (14) days before the election.

#### **R8-6 REGION 8 SUBCOMMITTEES**

The subcommittees of the Region 8 Committee are of the following categories:

- Standing Committees
- AdHoc Committees

Standing Committees are established by decision of the Region 8 Committee. They are presumed to be permanent and continue in existence unless or until dissolved, which requires a corresponding revision to the R8 Operations Manual.

AdHoc committees are established by decision of the Region 8 Director for a limited period, to carry out a specific task. They continue in existence only until the task is completed or the end of the year, whichever occurs first. A Director may prolong their establishment at the end of the year if the task has not been completed.

The Region 8 Director is, ex-officio, a member without vote of every R8 Subcommittee. However, his/her presence does not count towards the number needed for a quorum.

##### **R8-6.1 REGION 8 STANDING SUBCOMMITTEES**

The Region 8 Committee has the following Standing Subcommittees

- Region 8 Strategic Planning Subcommittee
- Region 8 Nominations & Appointments (N & A) Subcommittee
- Region 8 Awards & Recognition Subcommittee

- Region 8 Conference Coordination Subcommittee
- Region 8 Chapter Coordination Subcommittee
- Region 8 Educational Activities Subcommittee
- Region 8 Membership Development Subcommittee
- Region 8 Young Professionals Program Subcommittee
- Region 8 Student Activities Subcommittee
- Region 8 Industry Relations Subcommittee
- Region 8 Professional Activities Subcommittee

### **R8-6.1.1 REGION 8 STRATEGIC PLANNING SUB-COMMITTEE**

#### **R8-6.1.1.1 MISSION**

The Region 8 Strategic Planning Subcommittee is responsible for developing and recommending strategic and long-range plans, goals and objectives.

The Subcommittee shall assist the Region 8 Committee to develop in an appropriate manner to meet all the IEEE-related needs of the Region and to continue to adhere to the R8 Committee Vision and Mission (Section R8-2) and to advise on amendments to this Vision and Mission and to monitor compliance with the IEEE Strategic Plan.

#### **R8-6.1.1.2 COMPOSITION**

The Region 8 Strategic Planning Subcommittee is appointed by the Past Director from recommendations by the Region 8 Op Com as well as recommendations by the Region 8 N & A Subcommittee. If the Past-Director does not personally assume the position of Chair of the Subcommittee, it is expected that a Chair with expertise in Strategic Planning is appointed.

#### **R8-6.1.1.3 STATEMENT OF AUTHORITY**

- 1) Develop long-range plans. Review and revise these as necessary. The plan should correspond with the IEEE and MGA Board Strategic Plans.
- 2) Develop and present for Region 8 Committee approval Region 8 Strategic and Operational plans to encompass future activities, and review and revise as appropriate.
- 3) Monitor the performance of Region 8 in achieving the goals outlined in the Region 8 Strategic and Operational Plans, report on achievements and attainment of milestones at each Region 8 Committee meeting.
- 4) Monitor past Sections Congress (SC) recommendations. Make use of the SC recommendations in developing the Region 8 long-range plan.

### **R8-6.1.2 REGION 8 NOMINATIONS AND APPOINTMENT (N & A) SUBCOMMITTEE**

#### **R8-6.1.2.1 MISSION**

The Region 8 Nominations and Appointments (N & A) Subcommittee shall identify qualified candidates for elected and appointed positions of Region 8 and its Committees, including candidates for the Director-Elect slate.

#### **R8-6.1.2.2 COMPOSITION**

The Region 8 Nominations and Appointments (N & A) Subcommittee shall consist of the following members:

- Region 8 Director
- Past Region 8 Director
- Director-Elect
- Three members elected for a period of 2 years renewable, by the R8 Section Chairs.

Candidates must fulfill one of the following criteria at the time of their election:

- be a Section Chair in office
- have been a Section Chair within the past 3 years
- have been a Section Chair and currently holding an elected or appointed position of the R8 Committee.

#### **R8-6.1.2.3 STATEMENT OF AUTHORITY**

The Region 8 Nominations and Appointments (N & A) Subcommittee shall:

- 1) Submit to the Region 8 Committee, to the Director of Region 8, or to the Region 8 Vice-Chairs as case defined in the IEEE, MGA Board, Region 8 Bylaws or Operations Manuals, a list of candidates recommended for election or appointment on 1 January of the following year, in time for election or appointment before 31 December or as otherwise called for in the Region 8 Bylaws or this Operations Manual.
- 2) Submit to the Board of Directors, after the approval of the R8 Committee, a slate of at least two and not more than three candidates for Region 8 Director-Elect

In the case of the election process involving more than one candidate, the Region 8 N & A Subcommittee slate of candidates, including biographies and position statements, shall be made available to all members of the Region 8 Committee at least twenty-eight days (28) before the Region 8 Committee meeting at which the election shall take place or the slate approved. The order of names for each position will be randomised.

Each candidate for a Region 8 Committee-elected position may have a Committee Delegate as an advocate. The advocate will present the candidate's background and qualifications to the Region 8 Committee.

When a meeting is convened to make the recommendations for the R8 Director-Elect slate, the current Director-Elect shall take no part in that aspect of the meeting.

A member of the Region 8 N & A Subcommittee who does not resign from that Subcommittee by 1 May is not eligible to be nominated by the Region 8 N & A Subcommittee for any position to be filled by the Region 8 Committee. Candidates for the office of Region 8 Director-Elect are exempt from this provision.

### **R8-6.1.3 REGION 8 AWARDS & RECOGNITION SUBCOMMITTEE**

#### **R8-6.1.3.1 MISSION**

To promote, recognize and reward excellence in the operations of Region 8 and its organizational units: Sections, Subsections, Chapters, Affinity Groups, Student Branches and Student Branch Chapters.

#### **R8-6.1.3.2 COMPOSITION**

The Region 8 Awards & Recognition Subcommittee is appointed by the Past Director from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N & A Subcommittee.

#### **R8-6.1.3.3 STATEMENT OF AUTHORITY**

- 1) Develop and implement award and recognition programs and procedures designed for sponsorship by Region 8.
- 2) Develop, coordinate and implement awards and recognition programs for use by organizational units of

Region 8 to recognize individual IEEE members and organizational units.

- 3) Develop, coordinate and implement awards for use by organizational units of Region 8 to recognize support provided by firms, divisions of firms or individuals, which enables volunteers of the IEEE to carry out their assigned responsibilities.
- 4) Serve as an action body within Region 8, relating to the IEEE or MGA Board Awards programs; represent Region 8 on the IEEE and MGA related bodies, and act as an information source on Institute and MGA Board awards and recognition programs for individuals and organizational units of Region 8.

#### **R8-6.1.4 REGION 8 CONFERENCE COORDINATION SUBCOMMITTEE**

##### **R8-6.1.4.1 MISSION**

To facilitate the planning, development, implementation, coordination, and to monitor and provide oversight for Region 8 conferences, conventions and technical shows sponsored or cosponsored by Region 8, and liaise with and advise Societies and Technical Councils planning conferences in Region 8.

##### **R8-6.1.4.2 COMPOSITION**

The Region 8 Conference Coordination Subcommittee is appointed by the Vice Chair - Technical Activities from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N & A Subcommittee. The Chair is a non-voting member of the R8 Committee (unless concurrently holding a voting position in the R8 Committee), and shall normally be chosen from candidates with experience of organization of one or more major IEEE conferences in Region 8.

##### **R8-6.1.4.3 STATEMENT OF AUTHORITY**

- 1) Encourage the holding of affordable IEEE Conferences in locations where there are members needing technical knowledge and the number of suitable existing events is scarce. This includes such conferences as EUROCON, AFRICON, and MELECON.
- 2) Encourage and facilitate the organizing of technical events which involve the collaboration of members in more than one Region 8 Section, or technical events in locations in the Region where there is no Section or Subsection.
- 3) Offer assistance and advice to IEEE Societies and Technical Councils planning to hold major conferences in the Region.
- 4) Assist Region 8 Sections in attracting and participating in the organization of IEEE Society or Technical Council Conferences in their territory.
- 5) Respond to requests and enquiries from R8 Sections and Chapters involved in organizing conferences on matters such as financial support, conference publications, copyright permissions, publicity and co-sponsorship.

#### **R8-6.1.5 REGION 8 CHAPTER COORDINATION SUBCOMMITTEE**

##### **R8-6.1.5.1 MISSION**

To serve as an action body to help build relationships between R8 Chapters and their parent Societies and Technical Councils, to encourage the good management and vigour of R8

Chapters, and to investigate and encourage the formation of R8 Chapters.

To report to the Region 8 Committee on Chapter issues and act as an interface with IEEE Societies and TAB on Chapter related questions.

##### **R8-6.1.5.2 COMPOSITION**

The Region 8 Chapter Coordination Subcommittee is appointed by the Vice Chair - Technical Activities from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N & A Subcommittee.

The Chair is a non-voting member of the R8 Committee (unless concurrently holding a voting position in the R8 Committee), and shall normally be chosen from candidates who are active in one or more IEEE Societies or have experience as a Region 8 Chapter Chair.

Each member of the Subcommittee (including the Chair) shall have, or be expected to develop, links with a specified IEEE Society or group of Societies and shall be a member of the corresponding Society and normally have prior experience as a Chapter officer.

As far as is possible with the available members and resources, the Chapter Coordination Committee shall endeavour to have links to most of the major IEEE Societies.

##### **R8-6.1.5.3 STATEMENT OF AUTHORITY**

- 1) Establish and maintain communications with all Region 8 Chapters.
- 2) Assist the Sections and the Societies in the creation of new Region 8 Chapters in locations where Society membership is sufficient to justify such formations.
- 3) Establish (by the individual actions of the subcommittee members) links with the Society governing committees (AdCom or Board of Governors) and Society chapter-coordinators, with the objective of encouraging the Society to maintain interest in and financially support its Chapters in Region 8.
- 4) Establish links with the Region 8 Chapters Chairs (by the individual actions of the subcommittee members) to encourage them to liaise with their parent Societies, to make use of Society Distinguished Lecture Programs and to improve the management and activities of the Chapters.
- 5) Encouragement to Chapters to organize workshops, short courses, symposia, etc. should be given.
- 6) Encourage Region 8 Section Chairs to take an interest in and to support their Chapters.
- 7) Encourage attendance of R8 Chapter Chairs at Chapter Chairs meetings arranged by Societies and Divisions, and to the extent appropriate, participate in any such meetings held in Region 8.

#### **R8-6.1.6 REGION 8 EDUCATIONAL ACTIVITIES SUBCOMMITTEE**

##### **R8-6.1.6.1 MISSION**

Coordination of educational activities programs in Region 8 including pre-university education, university-level education, post-university (continuing) education and the promotion of public awareness of engineering, technology and other topics within IEEE's Field of Interest.

##### **R8-6.1.6.2 COMPOSITION**

The Region 8 Educational Activities Subcommittee is appointed by the Vice Chair - Technical Activities from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N & A Subcommittee.

The Chair is a non-voting member of the R8 Committee (unless concurrently holding a voting position in the R8 Committee), and serves as a voting member of IEEE Educational Activities Board (EAB) Section Education Outreach Committee (SEOC).

#### **R8-6.1.6.3 STATEMENT OF AUTHORITY**

- 1) Develop or encourage the formation of Educational Activities Subcommittees in Region 8 Sections.
- 2) Develop educational programs to encourage the technological literacy of pre-university students.
- 3) Promote educational activities at the member level and communicate to the Educational Activities Board (EAB) the educational concerns of the membership.
- 4) Serve as contact point for Educational Activities Subcommittee Chairs in Sections of Region 8.

#### **R8-6.1.7 REGION 8 MEMBERSHIP DEVELOPMENT SUBCOMMITTEE**

##### **R8-6.1.7.1 MISSION**

To create, promote and monitor appropriate and effective membership development programs.

##### **R8-6.1.7.2 COMPOSITION**

The Region 8 Membership Development Subcommittee is appointed by the Vice Chair - Member Activities from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N & A Subcommittee.

The Chair is a non-voting member of the R8 Committee (unless concurrently holding a voting position in the R8 Committee).

##### **R8-6.1.7.3 STATEMENT OF AUTHORITY**

- 1) To develop and oversee programs to increase IEEE membership growth by recruiting new members, retaining current members and the recovery of members in arrears.
- 2) To increase IEEE membership quality; to promote elevations in grade; to increase Society memberships.
- 3) To increase awareness by members of the values of IEEE membership.
- 4) To provide efficient and timely communication to all management levels of interest and concern over membership trends, changes and problems.
- 5) To liaise with the Membership Development Officer of R8 Sections, and to assist and advise them in the effective implementation of Section Membership Development schemes.

#### **R8-6.1.8 REGION 8 YOUNG PROFESSIONALS SUBCOMMITTEE**

##### **R8-6.1.8.1 MISSION**

To serve the interests of the IEEE affinity groups characterized by members in their first ten years (approximate) of graduation, and the recognition and support of Young Professional members.

##### **R8-6.1.8.2 COMPOSITION**

The Region 8 Young Professionals Subcommittee is appointed by the Vice Chair - Member Activities from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N & A Subcommittee.

It is expected that a majority of the members of the subcommittee will be Young Professional members themselves,

and usual good practice will be to have a Young Professional member as Chair.

The Chair is a non-voting member of the R8 Committee (unless concurrently holding a voting position in the R8 Committee).

#### **R8-6.1.8.3 STATEMENT OF AUTHORITY**

- 1) Offer and promote programs of interest to recent graduates.
- 2) Promote the establishment of Young Professionals Organizational Unit committees and Affinity Groups within Sections, Chapters or other IEEE entities at the discretion of those Organizational Units.
- 3) Advocate IEEE benefits and services to the appropriate affinity groups.
- 4) Assist with advertising and promotional efforts directed to recent graduates.
- 5) Encourage recognition of Young Professionals activities performed by individuals or Organizational Units.
- 6) Establish communications opportunities within the IEEE for the Young Professionals affinity groups and members.
- 7) Promote strategies to bridge the transition from Student to Member grades.
- 8) Promote strategies to retain and recruit graduating students and recent graduates.
- 9) Promote strategies to develop volunteer leadership from recent graduates and within the Young Professionals programs and groups.
- 10) Promote Young Professionals goals at conferences, symposia and similar events.
- 11) Represent and provide leadership to recent graduate and young professional activities in Region 8.
- 12) Issue newsletters resources-guides or related communications.
- 13) Measure, track, and report on Young Professionals program effectiveness.
- 14) Cooperate with non IEEE organizations such as alumni associations to promote Young Professionals goals.

#### **R8-6.1.9 REGION 8 STUDENT ACTIVITIES SUBCOMMITTEE**

##### **R8-6.1.9.1 MISSION**

To inspire, help, develop and promote Students and Student activities in Region 8 by supporting and advising R8 Student Branches and their officers, by encouraging the formation of new Student Branches, and by recognizing Student achievements.

##### **R8-6.1.9.2 COMPOSITION**

The Student Activities Subcommittee is chaired by the R8 Vice Chair – Student Activities and includes

R8 Past Vice Chair – Student Activities (ex-officio)

Student Paper Contest Coordinator.

and the following who shall all be of Student Member or Graduate Student Member grade:

Regional Student Representative

Awards and Contests Coordinator

Student Branch Coordinator

Student Communications Officer

The Vice Chair - Student Activities shall be responsible for providing a nomination for the Regional Student Representative, who is appointed by the Region 8 Director as a non-voting member of the R8 Committee.

All other members shall be appointed by the Vice Chair - Student Activities from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N & A Subcommittee. Candidates shall generally be selected from active Student volunteers at Section or Student Branch level.

#### **R8-6.1.9.3 STATEMENT OF AUTHORITY**

- 1) Monitor Student Membership and the vitality of Student Branches and Student Branch Chapters.
- 2) Advise Sections and Student Branches about Programs, Awards and Contests available for student members.
- 3) Support Student Branch Counselors in their role as mentors for the Branches.
- 4) Liaise with Student Activities at the Section and MGA Board level.
- 5) Encourage communications and collaboration between Student Branches.
- 6) Support for Student Branch Congresses at Section and Regional level.
- 7) Collaborate with other initiatives, Chapters and Affinity Groups available to students including Young Professionals, WIE and PA.
- 8) Voice student concerns and needs.

#### **R8-6.1.10 REGION 8 INDUSTRY RELATIONS SUBCOMMITTEE**

##### **R8-6.1.10.1 MISSION**

To facilitate planning, development, and implementation of activities within Region 8 between Industry and IEEE. To enhance relationships and cooperation between local companies and IEEE members in R8 Sections.

##### **R8-6.1.10.2 COMPOSITION**

The R8 Industry Relation Subcommittee is appointed by the Vice Chair - Technical Activities from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N & A Subcommittee. The inclusion of members with links to senior levels of management in major Industries relevant to IEEE will be sought, and representation of the Industry Relations Officers of R8 Sections will also be aimed for.

The Chair is a non-voting member of the R8 Committee (unless concurrently holding a voting position in the R8 Committee).

##### **R8-6.1.10.3 STATEMENT OF AUTHORITY**

- 1) Encourage the appointment of Industrial Relations Officers (IROs) in all R8 Sections. advising about selection and recruitment when necessary
- 2) Provide guidance and support to R8 IROs to help to promote IEEE benefits, products, and services to industry.
- 3) Provide guidelines and support to R8 IROs in order to strengthen relationships and cooperation with industry and local technical companies.
- 4) Plan, promote and implement IEEE activities and services supporting important needs of industry and their professional employees.
- 5) Assist in arranging technical workshops and seminars with industry in R8.
- 6) Promote cooperation between IEEE at universities and local industry.
- 7) Arrange workshops for Student Branches with local industry.

#### **R8-6.1.11 REGION 8 PROFESSIONAL ACTIVITIES SUBCOMMITTEE**

Professional Activities (PA) comprise non-technical skills that engineers need to achieve a successful technical career.

##### **R8-6.1.11.1 MISSION**

To develop non-technical skills programs (such as “Leadership Skills Training” or “Project Management”) in order to provide additional value to members, in particular to young engineers and students.

To recruit volunteers to implement PA seminars and workshops in R8 and to train local Tutors (Trainers) for these activities.

##### **R8-6.1.11.2 COMPOSITION**

The R8 Professional Activities Committee is appointed by the Vice Chair - Member Activities from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N & A Subcommittee.

The Chair is a non-voting member of the R8 Committee (unless concurrently holding a voting position in the R8 Committee).

##### **R8-6.1.11.3 STATEMENT OF AUTHORITY**

- 1) Encourage, and advise about when necessary, the appointment of local PA officers and the establishment of PA activities in all R8 Sections
- 2) Provide PA products and services to individual IEEE members and groups, in particular to young engineers (Young Professionals) and students
- 3) Recruit expert presenters of PA topics in R8
- 4) Train and educate local trainers for PA topics in R8
- 5) Plan and implement PA seminars and workshops in R8
- 6) Collaborate with IEEE-USA on PA products and services to enhance members career and employment prospects
- 7) Make Section Chairs aware of IEEE’s PA products and their importance for members.

#### **R8-6.2 REGION 8 SUBCOMMITTEES EX-OFFICIO**

Any Region 8 member assigned to an IEEE Board or Committee is ex-officio member without voting privileges, of the corresponding Region 8 Subcommittee if such a corresponding Subcommittee has been constituted.

He/she may attend the meetings of the corresponding Subcommittee as a non-voting member, subject to financial support being available, and in any case shall be entitled to receive the Minutes of all such meetings.

#### **R8-7 REGION 8 COMMITTEE MEETINGS**

General arrangements and requirements of meetings of the Region 8 Committee are described in the R8 Bylaws (Section R8-3.3 REGION 8 COMMITTEE MEETINGS)

##### **R8-7.1.1 MEETING TIMETABLE AND STRUCTURE**

Normally, the meeting commences early on a Saturday and ends by early Sunday afternoon, so enabling the majority of participants to arrive on a Friday evening and leave in time to be home for Monday morning. Meetings of subcommittees are usually arranged for Friday.

The room layout for the R8 Committee meeting must be laid out so that all members can see and hear one another, providing the voting and non-voting members with a workable and electrical supply for computers. Committee Officers are normally positioned in a more prominent location (“top table”) and it is usual to have the Section Chair seating ordered alphabetically by Section name.

### R8-7.1.2 MEETING DOCUMENTATION

The meeting Agenda Book contains the proposed agenda, minutes of the previous meeting, reports from Officers and Subcommittees, and such other supporting material as is required and available. A one page summary report in the book is expected from each Section Chair. The book is issued to each participant on arrival at the meeting location. To an increasing extent, the issue of this information on a CD-ROM instead of as a printed book is being adopted. Prior to the meeting the Agenda Book is provided on-line to the R8 Committee members as soon as available, and may be downloaded, typically with access controlled by a password.

### R8-7.1.3 MEETING PROCEDURE

The formal parts of the meeting are conducted according to the R8 Bylaws, which specify the use of Robert's Rules. However the meeting often commences with an informal part (such as a 'caucus') and there may be break-out sessions (Focus Groups, etc.) to encourage participation and 'brainstorming' to discuss special issues.

#### R8-7.1.3.1 MOTIONS

In the formal part of the meeting, any member (voting or non-voting) may propose a Motion and if this is seconded by another member, it normally must be allocated time for debate in the appropriate part of the meeting. If the Motion is proposed by a subcommittee, a seconder is not required. Motions which are non-controversial and appear to have the general agreement of the R8 Committee members present may be collected together to form a Consent Agenda, and approved *en bloc* by a single vote, in order to save time. However, prior to this, any member has the right to remove a Motion from the Consent Agenda and so require it to be debated. During the debate of a Motion, the Chair must take an impartial position, and all members must be given an opportunity to speak. Where possible the Chair will seek an alternation between those for and against the Motion, and may, in the interests of time-economy, restrict the length of time any members speaks for. The R8 Committee members must adopt the recognized practice of avoiding derogatory comments about any Committee member, and during the formal debate, the member speaking ("given the floor") must address the Chair. This ensures an orderly discussion with a single thread. Robert's Rules define and explain the mechanisms by which other members are permitted to amend Motions under discussion, to suspend their discussion or call for an immediate vote without further discussion. During debate, an amendment to the words of the Motion can be agreed only by a vote of the Committee, and not by the proposer or seconder, because once debate has commenced, the Motion belongs to the Committee. A 'friendly amendment' is one which is agreed to be an improvement by the proposer (for example, a change in words which clarifies the meaning). Tabling a Motion implies ending discussion on it without taking a vote. A Motion must define an action to be carried out and an indication of who or what is responsible. For example "*the R8 Committee requests the Director to recommend to the MGA Board —*" or "*the R8 Committee approves the organization by the — Subcommittee of a meeting of Chapter Chairs of the — Society at —*" or "*the R8 Committee congratulates — for the award of the — medal*". Motions with no clear cut mode of implementation serve no purpose and should not be made. For example a Motion such as "*The R8 Committee considers that the general*

*public in Section — should show more respect to practising engineers*" might be a welcome sentiment but contains no proposal for implementation.

#### R8-7.1.3.1 VOTING

The Chair may call for a vote by the instruction "*Those in favour, say 'aye'*" followed by "*Those against, say 'nay'*". If this process is not such as to make the outcome obvious, the voting members may be asked to raise their hands instead, and to keep them up until a count has been made, or alternatively they may be asked to stand to show their vote.

Some Motions may be more appropriate for decision by a secret ballot, in which case voting papers have to be distributed and tellers appointed to count the result.

It is important to ensure that a quorum is present when a vote is taken in order for the decision to be valid (see R8 Bylaws, Section R8-303.2 QUORUM for a definition of the numbers of voting members required). Those who abstain from voting are considered to have voted against the Motion, and so any member wishing to have no effect on the outcome must leave the room while the vote takes place.

#### R8-7.1.3.1 COST CONSEQUENCES OF MOTIONS

It is likely in many cases that the implementation of an approved Motion involves the expenditure of R8 funds. For this reason, wherever possible the Motions shall be submitted well in advance, so that the financial implications can be evaluated by the Treasurer and perhaps the R8 OpCom as well. This also provides opportunities for improvements in the clarity of the wording, etc. In some cases, the implementation may imply a charge to an already-allocated budget of a Vice Chair, Subcommittee, etc. in which case the approval of the budget-holder needs to be obtained. Approval of Motions which involve substantial cost implications must be associated with a responsible approach to indicating how this is to be paid for.

Since the implementation of a Motion may involve a project with activity and expenditure continuing over an extended period of time, the person(s) responsible for the implementation (often referred to as the 'champion(s)' of the project) must submit progress reports and a final report on the outcome, with a full disclosure of the use of any IEEE funds spent on the project. The R8 Secretary is responsible for ensuring that such reports are provided in a timely manner, keeping the R8 Committee informed. This includes situations where a project has to be abandoned.

### R8-8 SECTIONS

A Section shall be the basic operating entity of IEEE and shall be constituted by a minimum of fifty (50) voting members. A Section shall be established with the approval of the Region 8 Committee by petition of those who live/work in relatively close proximity. Normally this is a well-defined geographical location, not part of any existing Section.

Normally, in Region 8, the boundaries of a Section correspond to National boundaries, although in some cases, a country may have more than one Section and in some cases, a Section may cover more than one country. In the latter case, the Section may involve more than one distinct legal system and/or more than one currency.

Currently, and for the foreseeable future, there are countries and other large parts of Region 8 where the number of IEEE members is too low to support the formation of a Section.

Sections are not required to have their own Bylaws. However, they are allowed to have a Governance document if they wish, but should request the approval of the Region Director for this.

A Section is required to maintain a membership of twenty-five (25) voting members, and if the membership drops below this the Section may be placed on probation and this may lead eventually to the dissolution of the Section.

A Section is also required to hold at least five meetings per year (including Chapter and Affinity Group meetings). An administrative meeting may count towards the total.

Provided that the Section completes its annual reporting to Piscataway on time, it receives financial support in the form of a Rebate, which is calculated by a formula which takes into account the number of members in the Section. Prompt submission may result in a financial bonus to the Section.

Other details about the function, composition and administration of Sections are detailed in the MGA Operations Manual Section 9.4.

The number of Sections in Region 8 has increased steadily over many years. However, there are some Sections which have few members, and which constitute a financial burden on Region 8, because of the need to re-imburse the attendance costs of the Section Chair at Region 8 Committee meetings. It can therefore be good practice for the Committee to approve only those petitions where the growth potential of the petitioning Section is such that a membership of at least 250 voting members is a realistic future prospect. In other cases, formation of a Subsection instead may be a financially-wiser action.

### **R8-8.1 SUBSECTIONS**

A Subsection shall be a part of a Section or Region, constituted by a minimum of twenty (20) voting members, and established with the approval of the Region 8 Committee by petition to the Section Executive Committee or the Region of those who live/work in relatively close proximity. Financial resources required for the operation of the Subsection responsibility of the Geographic Unit (Section or Region) creating the Subsection.

A Subsection is required to maintain a membership of fifteen (15) voting members, and if the membership drops below this the Subsection may be placed on probation and this may lead eventually to the dissolution of the Subsection.

A Subsection is also required to hold at least five meetings per year (including Chapter and Affinity Group meetings). An administrative meeting may count towards the total.

Reasons for formation of a Subsection within a Section may be because of separation from the rest of the Section by distance, geographical obstacles making travel difficult, or different legal or cultural customs, etc.

Reasons for formation of a Subsection not within a Section (e.g. under the supervision of the Region) are usually that the members making the petition are in a location / country where there are insufficient IEEE members to justify a petition to form a Section. This enables the petitioners to start local IEEE activities and may encourage membership growth. Forming a Subsection under Region control does place an obligation on the Region to provide some financial support to the Subsection, because a Subsection does not receive a financial rebate from IEEE. However, the Region is not obliged to re-imburse the attendance costs of the Subsection Chair at Region 8 Committee meetings, so that a Subsection constitutes a smaller financial burden on Region 8 than a Section.

In some cases, the Subsection may be formed as a 'Section in Development' with the expectation that, within a few years, it will have grown in membership and increased its activities sufficiently to be elevated to a Section. In the case that

the Subsection is a part of an existing Section, the opinion of that Section about the elevation shall be sought by the Region Director prior to making the decision.

Other details about the function, composition and administration of Subsections are detailed in the MGA Operations Manual Section 9.5

### **R8-8.2 CHAPTERS**

A Chapter shall be a technical subunit of a Region, one or more Sections or a Geographic or Technical Council. A Chapter shall comprise a minimum of twelve (12) voting members of a Society or group of Societies and shall be established by petition to the parent geographical and technical organizational units. Normally, Chapters are subunits of a single Section, and this parent Section is responsible for the finances of the Chapter (and should provide an appropriate part of its rebate to support Chapter activities). The Chapter Chair shall be an ex-officio member of the Executive Committee of this parent Section.

A Chapter is expected to establish strong and cordial links with the management (Board of Governors, AdCom, Regional representative, etc.) of its parent Section(s) or Council, who may be willing to provide additional financial support, and often have Distinguished Lecturer programs which the Chapter may make use of.

Commonly, the Societies or Councils hold international conferences in many parts of the world, and in the case that such a conference is in the geographical area of the Chapter, then the Chapter members can be expected to assist with its organization. This is another reason for the Chapter to establish good links with the parent Society/Council.

A Chapter may be formed in a part of the Region where no Section exists, and in such a case, may be managed by an adjacent Section.

Other details about the function, composition and administration of Chapters are detailed in the MGA Operations Manual Section 9.6.

### **R8-8.3 STUDENT BRANCHES**

A Student Branch shall be an operating entity of IEEE constituted by a minimum of twelve (12) IEEE Student or Graduate Student Members at a particular college, university, technical institute, or, in unusual circumstances attached to a Section, and established with approval of the Region 8 Committee by petition to the Region.

Each Student Branch shall have a Student Branch Counselor who shall be an IEEE member teaching in IEEE designated fields in the educational organization with which the Branch is associated. The Counselor assists the Student Branch in obtaining space and permission for their activities, and provides continuity for the Student Branch in situations where the active members graduate and leave the educational organization or otherwise cease to be students.

Other details about the function, composition, funding and administration of Student Branches are detailed in the MGA Operations Manual Section 9.7.

### **R8-8.4 STUDENT BRANCH CHAPTERS**

Student Branches may have Student Branch Chapters. A Student Branch Chapter shall be a technical subunit of a Student Branch constituted by a minimum of six (6) Student or Graduate Student Members of a Society or group of Societies and established by petition to the parent Student Branch and Society concerned. A Student Branch Chapter functions in a manner similar to a committee of the Student Branch.



Other details about the function, composition and administration of Student Branch Chapters are detailed in the MGA Operations Manual Section 9.8

### **R8-8.5 NEIGHBORING SECTION**

Chapters, Student Branches, Student Branch Chapters can petition to be included in a neighboring Section within the Region.

### **R8-8.6 AFFINITY GROUPS**

An Affinity Group shall be a local non-technical subunit of the Region or one or more of its Sections or a Student Branch, constituted by a minimum of six (6) IEEE members, being members of the Geographic Organizational Unit and established by petition to the parent Organizational Unit or Standing Committee responsible for the subject of the Affinity Group.

Currently, Affinity Groups are limited to four categories: Consultants Networks, Young Professionals, Women in Engineering, and Life Members.

More information about Affinity Groups is provided in the MGA Operations Manual Section 9.9

### **R8-9 IEEE STANDARDS**

Standards are an important part of IEEE's work with two aspects

- Creation of Standards
- Awareness of Standards.

The creation of Standards is principally an activity for experts in the technical field of the Standard in question, and most IEEE Societies have some involvement in Standards creation and updating. In Region 8, any Standards activity is therefore likely to be associated with Chapters or with IEEE members who have particular relevant expertise.

The role of Sections and the Region 8 Committee with respect to Standards is therefore mainly limited to increasing awareness about the IEEE Standards creation process and the Standards themselves.

For this purpose, the R8 Committee includes a Standards Coordinator, appointed by the Director after consultation with the Vice-Chair - Technical Activities, whose role is to encourage and maintain awareness of Standards issues among the members of the R8 Committee.

### **R8-10 WOMEN IN ENGINEERING**

The R8 Committee includes a Women in Engineering (WIE) Coordinator, appointed by the Director after consultation with the Vice Chair - Member Activities, whose role is

- 1) Liaison with WIE activities at MGA Board level and with the Educational Activities Board

- 2) Establishing and maintaining contact with all Region 8 WIE Affinity Groups
- 3) Encouraging WIE activities in parts of Region 8 where no WIE Affinity Group exists, and assisting Sections in the creation of new WIE Affinity Groups
- 4) Supporting activities aimed at encouraging science and engineering careers for women.

### **R8-11 REGION 8 WEBSITE**

The R8 Website presents and explains IEEE Region 8 and the Region 8 Committee to IEEE members and to the general public, and provides a general information resource, with links to the IEEE main page and to the websites of R8 Sections.

Access is provided to historical data (such as Section formation dates, a list of names of all past Region 8 Directors), past issues of R8 News and a document repository.

News of future events such as conferences in Region 8 and reports of past events are provided.

A password controlled area is provided for the R8 Committee, for secure documentation and preparations for meetings, including access to agendas, unapproved minutes, etc.

### **R8-12 REGION 8 PUBLICATIONS**

Region 8 News is an important publication to bring news of Region 8 to its members and to others who receive copies. It is, for many IEEE members in Region 8, the only item which they receive which is specific to their membership of Region 8, which gives it a distinctive importance.

It is distributed with IEEE Spectrum, normally as four issues per year. A section of Region 8 News is allocated to reporting Student Activities.

### **R8-13 REGION 8 VOLUNTARY CONTRIBUTIONS FUND (VCF)**

Region 8 maintains a separate fund, the Voluntary Contributions Fund (VCF), to which Region 8 members are annually invited to contribute when they renew their dues.

The Fund is used primarily for the support of Student Branches (to assist them in obtaining technical literature) and for travel and subsistence support for IEEE members (including students) of Region 8 with low personal incomes to enable them to attend conferences in Region 8. In the case of grants involving travel to a conference, a condition of the grant is that the recipient provides a report on his/her travel to and involvement in the conference, and in all cases, evidence of the expenditure must be provided.

Applications to the fund are sent to the R8 Voluntary Contributions Fund Coordinator, who verifies that the application is valid and in the case of sufficient funds being available, decides whether or not the grant should be approved, seeking advice as needed.