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   VISSION 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 78th 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 OpCom, 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 MGAB and its standing committees and encouraged w Director-Elect to volunteer to serve on committees of the Bc outside of MGAB, in order to gain a broader perspective of IEEE. The time commitment is estimated as 34 to 61 days per y excluding travel-time to meetings (from IEEE N&A Commi Guidelines)

R8-4.2 REGION 8 DIRECTOR-ELECT

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

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

R8-4.4 REGION 8 PAST DIRECTOR

The Past Director has some specific duties (chairing the Nominations and Appointments Subcommittee and the R8 Strate Planning Subcommittee unless he/she chooses not to person assume this position **(see R8-6.1.1.2)** and is in any case respons for Strategic P1anning) and usually has responsibility for some o subcommittees, and also can be expected to represent Region 8 on Region 8 Director at some events which the Director is unable attend.

R8-4.4 REGION 8 SECRETARY

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

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

During these meetings, the Secretary shall be responsible for the Call, attendance records and taking the Minutes, assisted as requ by the Electronic Communications Coordinator and/or ot available supporting members.

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

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

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

R8-4.5 REGION 8 TREASURER

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

The Region 8 Treasurer, being the chief financial officer of Regic Committee, shall be responsible for the reimbursement of authori

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 (MA), Student Activities (SA) and Technical Activities (TA).

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. there is no such candidate or the candidate is no longer willing able to serve, the normal election process for Director-Elect shal initiated, during which the office will remain vacant.

In the case of Treasurer, Secretary or Vice Chair, the Director s appoint an interim candidate until the next meeting of the 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 voting membership of the whole of IEEE Region 8.

The R8 Section Chairs are elected by the voting members of tl Section.

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

The elected members of the R8 N&A subcommittee are elected the R8 Section Chairs or alternates during an R8 Committee mee (thus, absent Section Chairs with no alternate present at the mee do not participate in the vote).

Appointments are made by the Director or other R8 Officer specified in this Operations Manual or in the R8 Bylaws.

The normal IEEE rules for petition candidates apply to the electi for Director-Elect and Section Chairs.

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

R8-6   REGION 8 SUBCOMMITTEES

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

· Standing Committees
· *Ad Hoc* Committees

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

Ad hoc committees are established by decision of the Regio Director for a limited period, to carry out a specific task. T continue in existence only until the task is completed or the end the year, whichever occurs first. A Director may prolong t establishment at the end of year if the task has not been completed The Region 8 Director is, *ex-officio*, a member without vote of ev R8 Subcommittee. However, his/her presence does not count towa the number needed for a quorum.

R8-6.1 REGION 8 STANDING SUBCOMMITTESS

The Region 8 Committee has the following Standing Subcommitte

- Region 8 Strategic Planning (SP) Subcommittee
- Region 8 Nominations & Appointments (N&A) Subcommittee
- Region 8 Awards & Recognition (A&R) Subcommittee
- Region 8 Conference Coordination (CC) Subcommittee
- Region 8 Chapter Coordination (ChC) Subcommittee
- Region 8 Educational Activities (EA) Subcommittee
- Region 8 Membership Development (MD) Subcommittee
- Region 8 Young Professionals (YP) Subcommittee
- Region 8 Student Activities (SA) Subcommittee
- Region 8 Action for Industry (AfI) Subcommittee
- Region 8 Professional Activities (PA) Subcommittee
- Region 8 Women in Engineering (WIE) Subcommittee
- Region 8 Humanitarian Activities (HuA) Subcommittee

R8-6.1.1 REGION 8 STRATEGIC PLANNING SUBCOMMITTEE (SPSC)

R8-6.1.1.1 MISSION

The Region 8 Strategic Planning Subcommittee (SPSC) 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 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 (N&ASC)

R8-6.1.2.1 MISSION

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

R8-6.1.2.2 COMPOSITION

The Region 8 Nominations and Appointments (N&A) Subcommi 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 elect or appointed position of the R8 Committee.

R8-6.1.2.3 STATEMENT OF AUTHORITY

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

1. Submit to the Region 8 Committee, to the Director Region 8, or to the Region 8 Vice-Chairs as case defined in IEEE, MGA Board, Region 8 Bylaws or Operations Manual list of candidates recommended for election or appointment o January of the following year, in time for election appointment before 31 December or as otherwise called fo the Region 8 Bylaws or this Operations Manual.

2. Submit to the Board of Directors, after the approval of R8 Committee, a slate of at least two and not more than th candidates for Region 8 Director-Elect.

In the case of the election process involving more than candidate, the Region 8 N&A Subcommittee slate of candida including biographies and position statements, shall

be made available to all members of the Region 8 Committee at l twenty-eight days (28) before the Region 8 Committee meeting which the election shall take place or the s approved. The order of names for each position will randomized.

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

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

A member of the Region 8 N&A Subcommittee who does not res from that Subcommittee by 1 May is not eligible to be nominated the Region 8 N&A Subcommittee for any position to be filled by Region 8 Committee.

R8-6.1.3 REGION 8 AWARDS & RECOGNITION

SUBCOMMITTEE (A&RSC)

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. Normally the Past Director is recommended to take the position of Chair of this 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 enable 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 (CCSC)

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, MELECON, ENERGYCON and HISTELCON.
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 Technical Councils planning to hold major conferences in Region.
4. Assist Region 8 Sections in attracting and participating the organization of IEEE Society or Technical Cou Conferences in their territory.
5. Respond to requests and enquiries from R8 Sections Chapters involved in organizing conferences on matters such financial support, conference publications, copyr permissions, publicity and co-sponsorship.

R8-6.1.5 REGION 8 CHAPTER COORDINATION SUBCOMMITTEE (ChCSC)

R8-6.1.5.1 MISSION
To serve as an action body to help build relationships between Chapters and their parent Societies and Technical Councils, encourage the good management and vigor of R8 Chapters, and investigate and encourage the formation of R8 Chapters.
To report to the Region 8 Committee on Chapter issues and act as interface with IEEE Societies and TAB on Chapter related questic

R8-6.1.5.2 COMPOSITION
The Region 8 Chapter Coordination Subcommittee is appointed the Vice Chair - Technical Activities from recommendations by Region 8 OpCom as well as recommendations by the Region 8 N Subcommittee.

The Chair is a non-voting member of the R8 Committee (un concurrently holding a voting position in the Committee), and shall normally be chosen from candidates who active in one or more IEEE Societies or have experience as a Reg 8 Chapter Chair.
Each member of the Subcommittee (including Chair) shall have, or be expected to develop, links with a speci IEEE Society or group of Societies and shall be a member of corresponding Society and normally have prior experience a Chapter officer.
As far as is possible with the available members and resources, Chapter Coordination Subcommittee shall endeavour to have link most of the major IEEE Societies.

R8-6.1.5.3 STATEMENT OF AUTHORITY
1. Establish and maintain communications with all Regio Chapters.
2. Assist the Sections and the Societies in the creation of i Region 8 Chapters in locations where Society membership sufficient to justify such formations.
3. Establish (by the individual actions of the subcommi members) links with the Society governing committees (AdC or Board of Governors) and Society chapter-coordinators, v the objective of encouraging the Society to maintain interes and financially support its Chapters in Region 8.
4. Establish links with the Region 8 Chapters Chairs (by individual actions of the subcommittee members) to encour them to liaise with their parent Societies, to make use of Soc Distinguished Lecture Programs and to improve management and activities of the Chapters.
5. Encouragement to Chapters to organize workshops, sl courses, symposia, etc., should be given.
6. Encourage Region 8 Section Chairs to take an interes

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 (EASC)

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 (MDSC)

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 prom elevations in grade; to increase Society memberships.

3.   To increase awareness by members of the values of IE membership.

4.   To provide efficient and timely communication to management levels of interest and concern over members trends, changes and problems.

5.   To liaise with the Membership Development Officer of Sections, and to assist and advise them in the effec implementation of Section Membership Development scheme

R8-6.1.8 REGION 8 YOUNG PROFESSIONALS (YP) SUBCOMMITTEE (YPSC)

R8-6.1.8.1   MISSION

To serve the interests of the IEEE affinity groups characterized members in their first 15 years (approximate) of graduation, and recognition and support of Young Professionals members.

R8-6.1.8.2   COMPOSITION

The Region 8 Young Professionals , (YP) Subcommittee is appoin by the Vice Chair - Member Activities from recommendations by Region 8 OpCom as well as recommendations by the Region 8 N Subcommittee.

It is expected that a majority of the members of the subcommi will be Young Professionals members themselves, and usual g practice will be to have a Young Professionals member as Chair.

The Chair is a non-voting member of the R8 Committee (un 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 graduat

2.   Promote the establishment of Young Professio Organizational Unit committees and Affinity Groups wi Sections, Chapters or other IEEE entities at the discretion those Organizational Units.

3.   Advocate IEEE benefits and services to the appropr affinity groups.

4.   Assist with advertising and promotional efforts directe recent graduates.

5.   Encourage recognition of Young Professionals activi performed by individuals or Organizational Units.

6.   Establish communications opportunities within the IEEE the Young Professionals affinity groups and members.

7.   Promote strategies to bridge the transition from Studen Member grades.

8.   Promote strategies to retain and recruit graduating stude and recent graduates.

9.   Promote strategies to develop volunteer leadership fi recent graduates and within the Young Professionals progra and groups.

10. Promote Young Professionals goals at conferen symposia and similar events.

11. Represent and provide leadership to recent graduate young professional activities in Region 8.

12. Issue newsletters resources-guides or rela communications.

13. Measure, track, and report on Young Professionals progr effectiveness.

14. Cooperate with non IEEE organizations such as alu associations to promote Young Professionals goals.

R8-6.1.9 REGION 8 STUDENT ACTIVITIES

SUBCOMMITTEE (SASC)

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 (YP) , Women in Engineering (WIE), Humanitarian Activities (HuA), and Professional Activities (PA).
8.   Voice student concerns and needs.

R8-6.1.10 REGION 8 ACTION FOR INDUSTRY (AfI) SUBCOMMITTEE (AfISC)

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 Action for Industry 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 Subcommittee. The inclusion of members with links to senior lev of management in major Industries relevant to IEEE will be sou and representation of the Industry Ambassadors (IAs) of R8 Secti will also be aimed for.
The Chair is a non-voting member of the R8 Committee (un concurrently holding a voting position in the R8 Committee).

R8-6.1.10.3   STATEMENT OF AUTHORITY
1.   Encourage the appointment of Industry Ambassadors (I in all R8 Sections, advising about selection and recruitm when necessary
2.   Provide guidance and support to R8 IAS to help to prom IEEE benefits, products, and services to industry.
3.   Provide guidelines and support to R8 IAs in order strengthen relationships and cooperation with industry and l technical companies.
4.   Plan, promote and implement IEEE activities and serv supporting important needs of industry and their professio employees.
5.   Assist in arranging technical workshops and seminars v industry in R8.
6.   Promote cooperation between IEEE at universities and l industry.
7.   Arrange workshops for Student Branches with l industry.

R8-6.1.11 REGION 8 PROFESSIONAL ACTIVITIES (PA) SUBCOMMITTEE (PASC)
Professional Activities (PA) comprise non-technical skills engineers need to achieve for a successful technical career.

R8-6.1.11.1   MISSION
To develop non-technical skills programs (such as "Leadership Sk Training" or "Project Management") in order to provide additio value to members, in particular to young engineers and students.
To recruit volunteers to implement PA seminars and workshop 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 V Chair - Member Activities from recommendations by the Regio OpCom as well as recommendations by the Region 8 N Subcommittee.
The Chair is a non-voting member of the R8 Committee (un concurrently holding a voting position in the R8 Committee),

R8-6.1.11.3   STATEMENT OF AUTHORITY
1.   Encourage, and advise about when necessary, appointment of local PA officers and the establishment of activities in all R8 Sections
2.   Provide PA products and services to individual IE members and groups, in particular to young engineers (YP) 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 serv to enhance members´ career and employment prospects
7.   Make Section Chairs aware of IEEE's PA products their importance for members.

R8-6.1.12 REGION 8 WOMEN IN ENGINEERING (WIE) SUBCOMMITTEE (WIESC)

R8-6.1.12.1   MISSION
To serve the interests of the IEEE WIE affinity groups and female members, to promote the recognition and support of achievements of women in engineering, and to promote recruitment and retention of women in technical disciplines.

R8-6.1.12.2   COMPOSITION
The Region 8 Women in Engineering (WIE) 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.

R8-6.1.12.3   STATEMENT OF AUTHORITY

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.
5.

R8-6.1.13 REGION 8 HUMANITARIAN ACTIVITIES (HuA) SUBCOMMITTEE (HuASC)

R8-6.1.13.1   MISSION
To support the IEEE volunteers in the Region carrying out and/or supporting impactful humanitarian activities at the local level.

R8-6.1.13.2   COMPOSITION
The Region 8 Humanitarian Activities (HuA) 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.

R8-6.1.13.3   STATEMENT OF AUTHORITY
1. Development of programs enabling volunteer engagement in humanitarian activities
2. Review and evaluation of the overall effectiveness of programs.
3. Recommending best practices as they relate to programs and projects
4. Evaluation of funding proposals for projects to be carried out at the local level
5. Establishment of partnerships with other entities sharing similar goals with respect to humanitarian efforts.
6. Supporting activities of existing local Special Interest Groups on Humanitarian Technologies (SIGHT)
7. Supporting local groups interested in establishing SIGHTs and helping then to link to other Operational Units (OUs) SIGHTs, like Technical Societies or Councils SIGHTs or other local SIGHTs

R8-6.2 REGION 8 SUBCOMMITTEES *EX-OFFICIO* MEMBERS
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 been constituted.
He/she may attend the meetings of the corresponding Subcommi as a non-voting member, subject to financial support being availa and in any case shall be entitled to receive the Minutes of all s meetings.

R8-7   REGION 8 COMMITTEE MEETINGS
General arrangements and requirements of meetings of the Regio Committee are described in the R8 Bylaws (Section R8-3.3 REGI 8 COMMITTEE MEETINGS)

R8-7.1.1 MEETING TIMETABLE AND STRUCTURE
Normally, the meeting commences early on a Saturday and ends early Sunday afternoon, so enabling the majority of participant: arrive on a Friday evening and leave in time to be home for Mon morning. Meetings of subcommittees are usually arranged for Frie The room layout for the R8 Committee meeting must be laid ou that all members can see and hear one another, providing the vot and non-voting members with a worktable and electrical supply computers. Committee Officers are normally positioned in visible position and it is usual to have the Section Chair sea ordered alphabetically by Section name.

R8-7.1.2 MEETING DOCUMENTATION
The meeting Agenda Book contains the proposed agenda, minute the previous meeting, reports from Officers and Subcommittees, such other supporting material as is required and available. A page summary report in the book is expected from each Sec Chair. The book is issued to each participant on arrival at meeting location. To an increasing extent, the issue of information on a CD-ROM instead of as a printed book is be adopted. Prior to the meeting the Agenda Book is provided on-lin the R8 Committee members as soon as available, and may 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 Bylaws, which specify the use of Robert's Rules. However meeting often commences with an informal part (such as a 'cauc and there may be break-out sessions (Focus Groups, etc.) encourage participation and 'brainstorming' to discuss special issu

R8-7.1.3.1   MOTIONS
In the formal part of the meeting, any member (voting or nonvoti may propose a Motion and if this is seconded by another membe normally must be allocated time for debate in the appropriate par the meeting. If the Motion is proposed by a subcommittee seconder is not required.
Motions which are non-controversial and appear to have the gen agreement of the R8 Committee members present may be colle together to form a Consent Agenda, and approved *en bloc* by a si vote, in order to save time. However, prior to this, any member the right to remove a Motion from the Consent Agenda and require it to be debated.
During the debate of a Motion, the Chair must take an impa position, and all members must be given an opportunity to spe Where possible the Chair will seek an alternation between th for and against the Motion, and may, in the interests of time-economy, restrict the length of time any meml speaks for. The R8 Committee members must adopt the recogni practice of avoiding derogatory comments about any Commi

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 whom 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 practicing engineers*" might be a welcome sentiment but contains no proposal for implementation.

R8-7.1.3.2   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.

R8-7.1.3.3   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 IEEE funds spent on the project. The R8 Secretary is responsible ensuring that such reports are provided in a timely manner, keep the R8 Committee informed. This includes situations where a pro has to be abandoned.

R8-8   SECTIONS

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

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

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

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

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

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

Provided that the Section completes its annual reporting to IE Member and Geographic Activities on time, it receives finan support in the form of a Rebate, which is calculated by a form which takes into account the number of members in the Sect Prompt submission may result in a financial bonus to the Section. Other details about the function, composition and administration Sections are detailed in the MGA Operations Manual Section 9.4.

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

R8-8.1 SUBSECTIONS

A Subsection shall be a part of a Section or Region, constituted b minimum of twenty (20) voting members, and established with approval of the Region 8 Committee by petition to the Sec Executive Committee or the Region of those who live/work relatively close proximity. Financial resources required for operation of the Subsection are the responsibility of the Geograp 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 th Subsection may be placed on probation and this may lea eventually to the dissolution of the Subsection.

A Subsection is also required to hold at least five meetings per y

(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 reimburse 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 Council. A Chapter shall comprise a minimum of twelve (12) voting members of a Technical Society or Technical Council or group of Technical Societies or Technical Councils 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 not only with the management of its parent Section(s) or Geographic Council but also of its parent Technical Societies or Technical Councils (Board of Governors, AdCom, Regional representative, etc.), who may be willing to provide additional financial support, and often have Distinguished Lecturer programs which the Chapter may make use of.

Commonly, the Technical Societies or Technical 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 v shall be an IEEE member teaching in IEEE designated fields in educational organization with which the Branch is associated. ' Counselor assists the Student Branch in obtaining space permission for their activities, and provides continuity for Student Branch in situations where the active members graduate leave the educational organization or otherwise cease to be studen Other details about the function, composition, funding administration of Student Branches are detailed in the M Operations Manual Section 9.7.

R8-8.4   STUDENT BRANCH CHAPTERS

Student Branches may have Student Branch Chapters. A Stud Branch Chapter shall be a technical subunit of a Student Bra constituted by a minimum of six (6) Student or Graduate Stud Members of a Technical Society or/and Technical Council or gr of Technical Societies or/and Technical Councils and established petition to the parent Student Branch and Society/Council concern A Student Branch Chapter functions in a manner similar t committee of the Student Branch.

Other details about the function, composition and administratio Student Branch Chapters are detailed in the MGA Operati Manual Section 9.8

R8-8.5   NEIGHBORING SECTION

Chapters, Student Branches, Student Branch Chapters can petitio 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 Region or one or more of its Sections or a Student Bran constituted by a minimum of six (6) IEEE members, being memb of the Geographic Organizational Unit and established by petitio the parent Organizational Unit or Standing Committee respons for the subject of the Affinity Group.

Currently, Affinity Groups are limited to four categories: Consulta Networks (CN), Young Professionals (YP), Women in Engineer (WIE), and Life Members (LM).

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

R8-8.7 SPECIAL INTEREST GROUPS ON HUMANITARI TECHNOLOGIES (SIGHT)

A SIGHT shall be a local technical and/or multidisciplinary subun of the Region or one or more of its Sections or Student Branches constituted by a minimum of six (6) IEEE members, being membe of the Geographic Organizational Unit and established by petition the parent Organizational Unit, and by the IEEE SIGHT Steering Committee. Other details about the function, composition, funding and administration of SIGHTs may be found at the IEEE SIGHT web page.

R8-8.8   AREAS

An Area is a part of a Region, consisting of several Sections, state provinces, or countries which may be established by the Region Committee as a management and administrative organizational un of IEEE to fulfill the communication needs and management/administrative missions of the Region within the territory prescribed.

1. The Region Director may appoint Area Chairs to serve a one- or two-year term during the incumbency of the Region

Director.

2. The Area Chair acts on behalf of and at the direction of the Region Director on specific assignments related to the management and administration of the Region.

3. The Area Chair(s) may serve on the Region Committee with the approval of the Region Committee.

More information about Areas is provided in the MGA Operations Manual Section 9.2.

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.

R8-11   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, secure documentation and preparations for meetings, inclu access to agendas, unapproved minutes, etc.

R8-12   REGION 8 PUBLICATIONS

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

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

R8-13   REGION 8 VOLUNTARY CONTRIBUTIONS FU (VCF)

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

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

Applications to the fund are sent to the R8 Voluntary Contributi Fund Coordinator, who verifies that the application is valid an the case of sufficient funds being available, decides whether or the grant should be approved, seeking advice as needed.