



Discussion of changes to Bylaws and OpMan

117th R8 Committee meeting, Frankfurt (Germany)

November 2021

Introduction

The **R8 Bylaws** provide detailed statements of specific policies, objectives and procedures than those that are appropriate for inclusion in the Constitution, IEEE Certificate of Incorporation and IEEE Bylaws, and specifically relate to the geographical, educational and scientific activities in the Institute. They are approved and amended by the Region 8 Committee and submitted to the MGA Board for final approval (Bylaw R8-1.2).

Proposed **changes to the Bylaws** of Region 8 and the reasons therefore shall be distributed to all voting members of the Region 8 Committee at least twenty-eight days (28) before the stipulated Region 8 meeting. Two-thirds of all votes cast by the members at the meeting shall be required to recommend a new Region 8 Bylaw or to amend or revoke any existing Region 8 Bylaw, but shall not be effective until approved by MGA Board (Bylaw R8-2.2.1).

Introduction

The **R8 Operations Manual** contains the composition, membership requirements, reporting structure and financial and administrative considerations for each Region Operational Unit (Bylaw R8-2.3)

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 (OpMan R8-1).

Proposed changes to the Region 8 Operations Manual and the reasons therefore shall be distributed to all voting members of the Region 8 Committee at least twenty-eight (28) days before the stipulated Region 8 meeting. A majority of the votes cast by the members present at the meeting shall be required.

Rationale for changes

The Bylaws and the Operations Manual must be subject to continuous revisions and updates, in order to streamline and improve our operations.

Last revision to the Bylaws was voted in March 2018. Last revision to the Operations Manual was approved in March 2019.

Since then, changes in the procedures of the Region have happened and should be documented. Also, minor inconsistencies exist and should be corrected.

The purpose of today's discussion is to have feedback from the Region 8 Committee regarding potential changes and start a process of collecting improvements with the goal of presenting a final proposal in March 2022 for approval.

Definition of the R8 Committee

Bylaws

We have been using R8 Committee with only voting members, but also a “extended one” with subcommittee Chairs. Current Bylaws also provide for more members to be appointed.

R8-3 COMMITTEE MEMBERSHIP

The Region 8 Committee shall consist of the following voting members:

- Director
- Director-Elect
- Past Director
- Treasurer
- Secretary
- Vice Chair - Member Activities
- Vice Chair - Student Activities
- Vice Chair - Technical Activities
- The Region 8 Section Chairs

Chairs of Committees of Region 8 and Coordinators as defined in the Region 8 Operations Manual are non-voting members of the Region 8 Committee. Other members may be appointed by the Director without voting privileges.

Committees of Region 8

Bylaws

The naming of R8 “subcommittees” is not standard in IEEE and can cause wrong impressions.

The proposal is to rename them as “Committees of Region 8”.

We will have *Region 8 Committee* and *Committees of Region 8*. An option is to rename R8C as “Region 8 Regional Committee” like in other Regions.

R8-3.4 COMMITTEES OF REGION 8 ~~SUBCOMMITTEES~~

Committees of Region 8 ~~Subcommittees~~ are defined in the R8 Operations Manual.

Tasks of R8 officers

Bylaws

Specific tasks are better defined for OpCom members, in some cases linked to the creation of new standing committees.

The Director-Elect shall be the focal point for the following activities in Region 8:

- Publications and Communications.
- Section Vitality and Development.

-Additional responsibilities may be assigned by the Region 8 Director.

The Region 8 Secretary shall be the chief administrative officer of the Region 8 Committee and will coordinate electronic communications internal to the Region 8 Committee.

The Region 8 Treasurer shall be the chief financial officer of the Region 8 Committee and will chair the Finance Committee.

Committees of Region 8

OpMan

Committees of R8 are either standing or AdHoc.

AdHoc committees must be reported to the R8 Committee.

New standing committees are created by the appropriate revisions to the OpMan.

The Director will report to the Region 8 Committee on the establishment of AdHoc Committees.

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

R8-R8M-6.1 STANDING COMMITTEES OF REGION 8 **STANDING SUBCOMMITTEES**

The Region 8 Committee has the following Standing SubcommitteeCommittees:

- ✓ Region 8 Women in Engineering (WIE) Subcommittee
- ✓ Region 8 Humanitarian Activities (HuAC) Subcommittee
- ✓ Region 8 Finance Committee
- ✓ Region 8 Life Members (LM) Committee
- ✓ Region 8 History Activities (HA) Committee
- ✓ Region 8 Publications and Communications Committee

Finance committee

OpMan

FinCom has been existing as an Adhoc committee for three years now and has proved as a valuable tool to manage Region finances and reporting.

Wording of Mission to be defined soon.

Composition: Region Treasurer (Chair) plus one or two members.

R8M-6.1.15 REGION 8 FINANCE COMMITTEE

R8M-6.1.15.1 MISSION

TBD

R8M-6.1.15.2 COMPOSITION

The Region 8 Finance Committee is chaired by the Region Treasurer and consists of one or two additional members appointed by the Region Director. Other members can be appointed as corresponding members.

Life Members committee

OpMan

LM has been working as an informal team led by the LM Coordinator and with a few corresponding members.

The proposal is to make it a standing committee with no changes to current practice: coordinator is appointed by the Director; the members can be all corresponding in order not to increase financial burden to the Region.

Wording of Mission and Statement of Authority to be defined.

R8M-6.1.14 REGION 8 LIFE MEMBERS (LM) COMMITTEE

R8M-6.1.14.1 MISSION TBD

R8M-6.1.14.2 COMPOSITION

The Region 8 Life Members Coordinator is appointed by the Region Director and serves as LM Committee Chair. The Committee may be formed only by corresponding members. Members are appointed by the Vice Chair - Member Activities from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N & A Committee.

R8M-6.1.14.3 STATEMENT OF AUTHORITY TBD

History Activities committee

OpMan

Like LM, HA has been working as an informal team led by the History Coordinator and with a few corresponding members.

The proposal is to make it a standing committee with no changes to current practice: coordinator is appointed by the Director; the members can be all corresponding in order not to increase financial burden to the Region.

Wording of Mission and Statement of Authority to be defined.

R8M-6.1.16 REGION 8 HISTORY ACTIVITIES (HA) COMMITTEE

R8M-6.1.16.1 MISSION TBD

R8M-6.1.16.2 COMPOSITION

The Region 8 History Activities Coordinator is appointed by the Region Director and serves as HA Committee Chair. The Committee may be formed only by corresponding members. Members are appointed by the Vice Chair - Member Activities from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N & A Committee.

R8M-6.1.14.3 STATEMENT OF AUTHORITY TBD

Publications and Communications committee

OpMan

P&C has been working as an AdHoc for three years now. Its mission was to coordinate the different publication and communication channels that the Region has.

The proposal is to make it a standing committee with no changes to current practice. It will be reporting to Director-Elect and will make recommendations for new EiCs.

R8M-6.1.13. REGION 8 PUBLICATIONS AND COMMUNICATIONS (P&C) COMMITTEE

R8M-6.1.13.1 MISSION

To coordinate Region 8 publications and communications directed to members and potential members. Reports to the OpCom through the Director-Elect.

R8M-6.1.13.2 COMPOSITION

The Region 8 Publications and Communications Committee is appointed by the Director-Elect from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N & A Committee.

R8M-6.1.13.3 STATEMENT OF AUTHORITY

1. Coordination of the content that is included in each of the publications.
2. Be the first point of contact for allegations related to publications in the Region.
3. Making recommendations for the position of Editor-in-Chief of Region 8 publications for final appointment by the Region Director after consultation with OpCom and N&A Committee

Student Activities Committee

OpMan

In general volunteers holding an office in IEEE should be of GSM or higher grade. Exceptions can be made and SAC definition makes a few. However, it has proven difficult to find the right volunteers with the current constraints.

No specific proposal is being made now but the VCSA will work on a better definition of the composition.

SBC coordinator is added.

R8-R8M-6.1.8.2 COMPOSITION

The Student Activities SubcommitteeCommittee 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

-Student Branch Chapter Coordinator

Chapter Coordination Committee

OpMan

A Student Branch Coordinator coming from SAC is added.

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.

The Student Branch Chapter Coordinator will serve as a corresponding member of the Region 8 Chapter Coordination Committee

Publications and documentation

OpMan

Some sections of the OpMan are outdated and need revamping.

R8-R8M-7.1.2 MEETING DOCUMENTATION

The meeting ~~Agenda Book~~documentation contains the proposed agenda, minutes of the previous meeting, reports from Officers and ~~Subcommittee~~Committees, 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~~documentation must be made-is issued available to each participant, except for items discussed in Executive Session, available to voting members only 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-R8M-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 either with IEEE Spectrum or in electronic format, normally as four issues per year. ~~A section of Region 8 News is allocated to reporting Student Activities.~~

Region 8 may create other publications as needed.

WIE coordinator

OpMan

This position is no longer needed since the creation of the R8 WIE Subcommittee a few years ago.

5. ~~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—~~

- ~~6.— Liaison with WIE activities at MGA Board level and with the Educational Activities Board—~~
- ~~7.— Establishing and maintaining contact with all Region 8 WIE Affinity Groups—~~
- ~~8.— 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—~~
- ~~9.— Supporting activities aimed at encouraging science and engineering careers for women.—~~
- ~~10.—~~

Numbering of document sections

OpMan

Currently numbering of sections in Bylaws and OpMan all start with “R8-”.

The proposal is to change OpMan numbering to start with “R8M-” to better differentiate them.

R8-R8M-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.

Other issues

OpMan

R8 has a unique position of **ex-officio corresponding members** in committees.

Very often people holding these positions are not aware of them, and in many cases they do not want to participate in R8 issues since they did not volunteer for that.

On the other hand, the figure allows R8 to have a better interaction with MGA and IEEE.

We should consider modifying or removing the definition, requirements, and expectations from these volunteers.

R8-R8M-6.2 EX-OFFICIO MEMBERS OF COMMITTEES OF 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 Committee of Region 8 Subcommittee if such a corresponding SubcommitteeCommittee has been constituted.

He/she may attend the meetings of the corresponding SubcommitteeCommittee 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.

Next steps

Collect feedback from volunteers (right now and in the coming weeks via email) to finalize a full proposal in early 2022.

The proposal will be sent to R8 Committee voting members at least 28 days before the Spring 2022 meeting.

If the changes in Bylaws by the R8 Committee are approved they will be sent to MGA Board for final approval, hopefully in June 2022.

If the changes in the Operations Manual are approved they will become effective immediately.

Operations manuals for committees of Region 8

It is desirable that subcommittees/committees of Region have their own operating procedures where aspects too specific to be included in the Region OpMan can be put in writing.

Examples are qualifications and skills required by members, tasks they need to fulfill, annual meeting requirements, etc. Also internal procedures like conference approval, publication workflow, selection of SYP venues, etc.

A general template will be provided to subcommittees for them to define their own OpMan.

All OpMan will be approved by the R8 Committee and will become official R8 governing documents (with precedence below R8 Operations Manual).

Questions?