

## Sections Vitality and Development

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### SVD Team:

- Ana Madureira – Chair (Region Vitality Coordinator)
- Matej Zajc – Past-Chair
- Catarina Silva – Sections Vitality
- Ahmed Hassan Yousef – Subsections Vitality
- Conrad Attard – Local Groups
- Andreas Koltes – Financial
- Isabelle Kandagor
- Sanja Lazarova-Molnar
- Ljupco Karadinov
- Martin Bastiaans

### Goals

The goal of the Section Vitality and Development (SVD) Committee is to have vital sections and subsections serving their members. That means successful operation, timely reporting (officers, meetings, and financials) to receive their rebates, successfully retaining and recruiting members, training new volunteers and holding elections on time following the MGA Operations Manual.

- **Financial reporting:** the goal is to achieve 100% submission before the reporting deadline and to encourage GEO units to qualify for their rebate bonus. For detailed information on financial reports please refer to [Financial Reporting](#).
- **Section elections:** the goal is to support sections in the process of electing Section officers for the next two-year term.
- **Officer Reporting:** Officers of all Sections and Subsections must be reported using [vTools Officer Reporting](#).
- **Event Reporting:** Meeting/Events activity of all Sections and Subsections must be reported using [vTools Events](#).

An important goal is focus on supporting subsections under Region 8, helping them to strengthen their connection with Region 8 to increase membership, run activities, and perform reporting to qualify for rebates. After years of successful operation, the aim is for these subsections to grow and eventually transition into fully recognized sections.

We also monitor countries with no IEEE units but with potential to start a subsection. Efforts have been done to support and stimulate the creation of Local Groups and Student Branches in some countries.

### SVD scope

- Monitor Sections vitality in Region 8 assisting sections in the elections and annual reporting.
- Monitor Subsections vitality in Region 8 assisting subsections in the elections and annual reporting.
- Overseeing formation of a Subsection/Section in Region 8
- Organization of at least two SVD SC meetings/workshops with sections/subsections volunteers.
- New Initiatives to stimulate the formation of new sections/subsections

### Progress against goals since the last report

- **Updates on section elections for 2023-2024 term**

In the past months, SVD team has guided the start of elections for the term 2025-2026, following officer's term end date 31 December 2024. Efforts were also devoted to update the vTools Officer Reporting in cases where start/end terms were not following the considered duration: January, 1 to December, 31.

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- **Updated MGA Geographic Unit Election Process**

The MGA Geographic Unit Election Process update was effective on 17 February 2024. All Sections, Chapters, Affinity Groups and Student Branches should organize their elections in compliance with the updated simplified process for Geographic Unit Elections, considering:

- All Sections should use the Nominations Tool to run their elections.

- An orderly and regular turnover of officers should be a routine feature of IEEE volunteerism to ensure a healthy flow of new ideas and invigoration of geographic units.
- All elections must be conducted with the utmost integrity. The responsibility of maintaining fair and transparent election practices falls upon the candidates, the organizational units conducting the elections, officers, staff, volunteers, and all committees involved in managing and overseeing the election process.

For detailed information on the new process please review the [MGA Operations Manual](#), Section 9.13 Geographic Unit Elections. Training sessions were organized for unit officers throughout 2024.

The Geographic Unit Election process key updates can be summarized:

- Required use of electronic voting via vTools voting (Removes voting from being held in-person or via mail ballots, Process exception for locations that cannot vote electronically)
- Combine Nominations and Tellers Committee to create one Committee (One Election Committee, one member can be a current officer, however they cannot be in the Election Committee Chair position)
- Minimum timeline requirements (Call for nominations run for a minimum of 30 days, Petitions and endorsements run for a recommended minimum of 30 days, voting to remain open a minimum of 2 weeks)
- Candidate and voter eligibility date (Eligibility date = active as of 30 June, Election start and stop date: 1 August Begin to 15 December Complete).

Effective 17 February 2024 all **Sections** shall use the MGA Nominations Tool for their elections. Use of the Nominations Tool will be available for other units later. A sample election timeline is provided in Section 9.13.I for reference of the MGA Operations Manual. All Geographic Units are encouraged to begin elections as early in the calendar year as possible. All elections shall be underway no later than 1 August and be completed no later than 15 December annually.

Additional information for Chapters and Affinity Group Leaders that are preparing for Geographic Unit Elections:

- Each Chapter and Affinity Group should establish an Elections Committee, comprising of 3 Chapter or Affinity Group members who ideally are not current Chapter/Affinity Group Officers (Chair, Vice Chair, Treasurer and Secretary) and who are not putting themselves forward for consideration for the slate of officer positions.
- One current Officer can serve on the Election Committee but cannot be its Chair.
- The position of "Teller and vTools lead" on the Election Committee can be filled by any member of the Section (does not have to belong to the Chapter/Affinity Group forming the Committee).
- If there are still issues getting volunteers for the remaining positions on the Elections Committee, please reach out to the Section Chair for alternatives such as aligning with Section Elections (having the same Election Committee) or granting exceptions.
- The Region shall be informed of any such exceptions or alternatives.
- Election Tool is not yet available for Chapters, Chapters and Affinity Groups can form the Election Committee manually.
- Chapters and Affinity Groups can use eNotice to send out the Call for Nominations and use vTools Voting.

#### – **Organization of section elections for 2025-2026 term**

##### **a) Workshop on sections/subsections elections organization**

The R8 SVD committee organized a workshop (July 9th, 2024), that covered the following topics:

- Best Practices for Organizing Elections
- Ensuring Member Participation
- Use of Technology in Election Processes
- Q&A Session

This workshop was an excellent opportunity to enhance R8 sections/subsections election processes and ensure the vitality and effectiveness of our sections/subsections.

Information about the webinars organized by MGA.

Meetings were scheduled with some sections/subsections to provide guidance about Election Processes.

**b) Reminders and guidance for sections that need elections for 2025-2026 term**

Sections that need to have elections for the 2024-2025 term were advised to start the planning steps already during the summer and in accordance with new rules of MGA Operations Manual. SVD committee advised all sections to organize elections in their section before the current officers' term end date to attract members to volunteer and run for the positions.

Additional efforts had been developed to stimulate the process of elections for the mandate 2025-2026 and providing guidelines when necessary. A google form was distributed to understand and guide the evolution of the election's organization.

From the contacted sections we had identified some critical situations, consequence of current international social, political, and financial instability. Attention have been dedicated to these cases, providing guidance and support when needed for any circumstance.

**c) Term of office**

The term of office shall normally be from 1 January through 31 December. The two-year term start date for elected officers should be 1 January and the term end date for current officers should be 31 December. It is still having sections that define different term End date. Having early election would enable the incoming team to learn about the operation before the term start date, which typically makes the transition easier. It is a good practice to complete the election process by mid November.

In most cases, elections are being successfully developed on time. Some other cases are late. For these cases we are stimulating the launch of elections for the term 2025-2026. However, the current officer's term end date should be 31 December 2024.

Sections that need elections for 2025-2026 term: Bahrain, Benelux, Bosnia And Herzegovina, Bulgaria, Czechoslovakia, Croatia, Cyprus, Estonia, Germany, Ghana, Greece, Iran, Iraq, Italy, Lebanon, Malta, Romania, Russia (Northwest), Russia (Siberia), Russia, Serbia And Montenegro, Sweden, Tunisia, Western Saudi Arabia, Uganda, United Arab Emirates, Zambia.

Subsections that conducted/started elections in 2024: Yemen and Libya. Subsections that could not start elections in 2024 due to political situations: Sudan and Palestine.

– **Formation of new sections/subsections**

- Uzbekistan - A new student branch is established in Uzbekistan as a first step toward forming a subsection. Uzbekistan petition will be followed up
- Rwanda, Senegal and Cameroon are interested to form a subsection and are being supported to create the necessary OUs and membership infrastructure, mainly with Local groups formation.

**Good practices to ensure section/subsections vitality**

As main good practices to ensure section vitality we emphasize:

- Active organization of activities and the involvement of the members but also the respective reporting at vTools Events reporting.
- Communication with your members (news, events, participation call, participation at section appointed positions and Sections OU's call, and others) using vTools e-notice tool.
- Rotativity and engagement of new members in sections activities, to facilitate the officer's transition.
- Reporting active executive committee officers via vTools.
- Take in consideration the period of service following the rules defined in the MGA Operations Manual.
- Compliance with rules regarding eligibility for reimbursement from R8. The delegate to the R8 committee meeting should not serve in the current Section officer position for more than 4 consecutive years. All officers shall not serve in any one position, in any single organizational unit, more than six years in total (MGA Operations Manual, Section 9.13). Exceptions to this rule require approval by the Region Director who will annually report such exceptions to the MGA Board.

SVD will proceed its mission contributing to the sections vitality: serving their members; having their activity timely reported (officers, meetings/events, and financials); retaining and recruiting new members; training and engaging new volunteers and holding elections on time by taking care about the period of service following the rules in the MGA Operations to receive their rebates and be eligible for R8 reimbursement.

Activities related with sections are led by Catarina Silva. Activities related with subsections are led by Ahmed Hassan. Activities related with the preparation of Local groups formation are led by Conrad Attard. Financial questions are led by Andreas Koltes.

#### **Committee of R8 Specific Issues: Inactive sections**

- Some sections and sub-sections are inactive or not responsive. Efforts are devoted to re-establish active leadership.
- Some sections are not responsive considering the elections organization process.

#### **Committee of R8 Specific Issues: Missing or inactive section/subsection web-sites**

Missing or inactive section/subsection web-sites On R8 web site <https://ieeer8.org/category/sections/> information about sections and subsections are collected. The table collects current section and subsection chairs and contact information as well as link to section's and subsection's website.

All Section and Subsection chairs are kindly asked to check the provided information at <https://ieeer8.org/category/sections/>, and inform R8 web master or SVD with needed updates. In some cases information about section/subsection website is out of date. All sections and subsection chairs are asked to review and update the information. In case that the sections or subsection that you are chairing does not yet have an active website do take action by appointing a web officer. Local websites are good source of information for local members and enable IEEE visibility in the country.

#### **Points of Concern**

- Some sections/subsections are inactive or not responsive
- Leaders in the same position for long time
- International political and social crisis

#### **Proposals for improvements/Other Issues to report**

- Be familiar with the use of the IEEE OU Analytics and vTools and with the status for your Section.
- Form new chapters, student branch chapters, affinity groups and student branches based on needs in your Section.
- Be familiar with the MGA Operations Manual (Section 9), the Geographic Unit Rebate Schedule, Requirements and Procedures (MGA Operations Manual - Section 9).
- Facilitate communication and cooperation between OUs in your section, propose actions to help struggling OUs.
- Maintain Section website updated including all organizational units (chapters, affinity groups, student branches, young professionals).
- Continuously look for active members to become volunteers. Also look for volunteers who are willing to be candidates on next elections.
- Prepare a program of activities for the calendar year. Start new initiatives. Observe neighboring sections and collaborate with them.
- Introduce a chapter and affinity group coordinator in your Section to have better overview and OUs vitality.