



LMAG Petition Step by Step Training

120th Region 8 Committee Meeting, Bucharest

Room Electra 1&2 - Friday, 24 March 2023, 14:00-14:30

Dr.-Ing. Peter Magyar, R8 LM Coordinator

Online Petition

- ▶ <https://mga.ieee.org/resources-operations/formations-petitions>

The screenshot displays the IEEE Member and Geographic Activities website. The page title is "IEEE Member and Geographic Activities" with a search bar for "Search Volunteer Content". The navigation menu includes Home, News, Awards, Board & Committees, Operations (selected), Volunteer Training, Membership Development, Contacts & Roster, and Resources. The breadcrumb trail is Home / Operations / Formations & Petitions. The main heading is "IEEE Geographic Unit Formation Policies and Petitions". The text explains that in accordance with the actions of the IEEE Member and Geographic Activities Board, there are specific guidelines to follow when forming an IEEE geographic unit. It states that geographic unit petitions are submitted online (with the exception of Geographic Councils, where a form must be downloaded, circulated, and submitted.) The lifecycle of an online petition is as follows:

```
graph LR; A[Organizer submits the petition] --> B[IEEE Staff reviews the petition]; B --> C[Endorsers endorse the petition]; C --> D[Petitioners sign the petition]; D --> E[Approvers approve the petition];
```

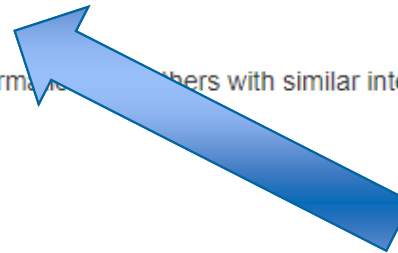
For each petition type, the roles of Organizer, Endorser, Petitioner and Approver must meet specific requirements.

Scroll down to the *Petition to form an IEEE Affinity Group*

Petition to form an IEEE Affinity Group

Forming an affinity group is the best way to interact and share information with members with similar interests in your local area.

- Section Affinity Group for members
 - [Consultants Network](#)
 - [Life Members](#)
 - [Women in Engineering](#)
 - [Young Professionals](#)



ORGANIZERS	<ul style="list-style-type: none">• The Organizer (and Co-Organizer, if applicable) must be an active IEEE member of Graduate Student Member grade or higher for a minimum of 6 months• The Organizer shall serve as the interim Affinity Group Chair pending election at a later date <p><i>Note: For Joint Section Affinity Groups, there must be one Organizer/Co-Organizer from each contiguous section involved.</i></p>
ENDORSERS	<p>Affinity Group petitions must be endorsed by the following:</p> <ul style="list-style-type: none">• Section Chair <p>Joint Sections Affinity Group petitions must be endorsed by the following:</p> <ul style="list-style-type: none">• Section Chair for each Section involved <p><i>Note: If the Organizer does not report to a Section, the petition will be endorsed by the Region Director.</i></p> <p>Endorsers will be invited to endorse the petition once the petition has been verified by IEEE Staff.</p>
PETITIONERS	Affinity Group petitions must be signed by the following:

Open the link at the bottom of this chapter

➤ [Access the IEEE Geographic Unit Petition Application](#)

PETITIONERS	<p>Affinity Group petitions must be signed by the following:</p> <ul style="list-style-type: none">• 6 active IEEE members of Graduate Student Member grade or higher, who are members of the Section(s) involved for a minimum of 6 months• 3 of the 6 required Petitioners must be active members of Women in Engineering, if applicable <p>Qualified members will be invited to sign the petition once the petition has been endorsed by all Endorsers.</p>
APPROVERS	<p>Affinity Group petitions must be approved by the following:</p> <ul style="list-style-type: none">• Region Director (or their designee)• Chair of each Sponsoring Entity involved <p>Approvers will be invited to approve the petition once the petition has been signed by 6 Petitioners.</p>

➤ [Access the IEEE Geographic Unit Petition Application](#)

➤ [top of page](#)

Petition to form an IEEE Student Branch

Sign in with your own IEEE account

- ▶ <your email address>, <password>




The screenshot shows the IEEE sign-in interface. At the top, a blue banner reads "IEEE - Sign in to access the secure content". Below this is a "Sign in" form with a grey header. The form contains two input fields: "Email address:" with the value "peter.magyar@ieee.org" and "Password:" with a masked password "*****". A link "> Forgot password" is located below the password field. An orange "Sign in" button is positioned at the bottom right of the form. A large blue arrow points from the bottom right of the slide towards the "Sign in" button.


Create new petition

live.runmyprocess.com/live/2215365968/appli/233967?P_mode=LIVE&P_version=

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

IEEE Geographic Unit Formation Petition Application

CREATE NEW PETITION 

My Petitions 

Start a new Petition – Organizer Information

- ▶ Member IEEE Number, Full Name, Membership Grade, Email
- ▶ Address (street address), City, State/Province, Country & Zip
- ▶ Section Code (SPO ID, see attachment)
- ▶ Section Name
- ▶ Region Name: R8 Europe, Middle East, Africa

NEXT >

Start a new Petition – Choose a petition type

- ▶ Select Affinity Group / Joint Affinity Group

Start a new Petition - Choose a petition type

- Affinity Group/Joint Affinity Group
- Chapter/Joint Chapter
- Section Chapter/Affinity Group Status Change
- Section/Subsection

START PETITION ➤

- ▶ Read and understand

NEXT ➤

Starting a new Petition

- ▶ Name of the geographic parent: <Your Section>
- ▶ Name of the organizational parent: Life Member (LM)
- ▶ Signatures: at least 6 active (i.e. registered for the recent year) Life-grade members (Life Member (LM) or Life Senior (LS) or Life Fellow (LF)) who are members of the Section involved for a minimum of 6 months
- ▶ Business plan: incl. mission/goals and planned activities
- ▶ Endorsements:
 - It is proposed that the Section Chair should be informed preliminarily
 - but all endorsers (Section Chair, Regional Director, LMC Chair) will be contacted online and the endorsements will be collected by the Petition Team



Petition to Form and IEEE Affinity / Joint Affinity Group

▶ Organizer

- The Organizer is the person who submits the Petition
- The Organizer will be the Interim Chair (first Chair) of the LMAG
- This is the reason, the Organizer should be Life-grade member (LM or LS or LF)

▶ Co-Organizer:

- It is possible to appoint a Co-Organizer, e.g. Membership Development Chair of the Section who takes care of the administrative process of the Petition if requested

ADD CO-ORGANIZER 

SAVE & CONTINUE 

Affinity Group Information

- ▶ Name of the Geographic Parent
 - Your Section
- ▶ Please Select the Type of Affinity Group:
 - Life Member

Name of the Geographic Parent

Your Section

Please Select the Type of Affinity Group:

- Consultants Network
- Life Member
- Women In Engineering
- Young Professionals

SAVE & CONTINUE >

Business Plan

- ▶ The next slide contains some hints about preparing the Business Plan
- ▶ Please don't paste and copy the hints
- ▶ Please adapt the hints to your specific circumstances and to the ideas as well as wishes of the membership of the to be formed LMAG
- ▶ Please highlight the specific program ideas if there are any
- ▶ Please complete all four paragraphs of this section

Business Plan - Hints

- ▶ 1. Motivation
 - „Experience does not go on retreat“.....with your own words
- ▶ 2. List of activities
 - Social events, technical presentation events, company and institute tours, events with invited lecturers.....
- ▶ 3. Accomplishments....
 - At least one administrative and technical meeting and a technical tour.
 - Establishing contact with other organization units of the Section
- ▶ 4. Support
 - Main support is the activity of the Life members of the Section
 - Some financial support from Section and / or Life Members Committee

Geographic Parent Executive Committee Endorsement

- Complete Full Name and Email of your Section Chair

SAVE & CONTINUE ➤

- Signatures

GET SIGNATURES

- After finishing the online „get signatures“ process, you may submit the petition
- SUBMIT ➤
- FYI, „get signatures“ means that the eligible petitioners will be pulled by the Petition Team based on the criteria (see below) automatically
 - It is possible to email the list (Name and IEEE Member Number) of eligible petitioners to petition@ieee.org. This may shorten the „get signature“ and approval processes
 - CRITERIA of ELIGIBLE PETITIONERS: six (6) active Life-grade Members who are members of the Section involved for a minimum of six (6) months

Thank you for your kind attention

Peter Magyar
R8 LM Coordinator
peter.magyar@ieee.org