

Operations Manuals of IEEE Region 8 Committees

Approved by the R8 Committee, XX October 2022

1. Purpose

The operations manuals of the different R8 Committees establish the guidelines regarding their operation, composition, tasks, and programs. They are approved by the R8 Committee by simple majority.

All manuals must be in compliance with the R8 Operations Manual, R8 Bylaws, and higher level documents. In case of inconsistencies the higher level documents shall prevail.

The manuals are intended as living documents and each committee shall discuss and propose modifications to them for approval by the R8 Committee.

2. Committee composition

Diversity and inclusiveness with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) in membership of all Committees is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on each Committee.

In general, committee members should be of Graduate Student Member grade or above. Exceptions to this rule may be set in the R8 Operations Manuals.

Corresponding members of committees are not eligible for travel reimbursement to attend meetings or other events.

The Region Director is an ex-officio member of every committee , although the presence of the Director is not counted to determine quorum.

3. Reporting

All committees shall report to the R8 Committee through one member of the R8 Opcom. Committees are expected to submit a written report before each R8 Committee meeting.

4. Meetings

When budget permits, committees shall have at least one face-to-face meeting per year. This meeting is normally held in conjunction with the Spring R8 Committee meeting. Additional face-to-face meetings can be authorized by the Director when budget allows. The rest of meetings will happen via teleconference.

5. Training

Committees and their Chairs are expected to participate in training for volunteers and members organized by the Region.