



IEEE-USA Operations Manual

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The Institute of Electrical and Electronics
Engineers, Inc. – United States of America
2001 L Street, N.W., Suite 700
Washington, D.C. 20036-4910
Tele: +1.202.785.0017, Fax +1.202.785.0835
ieeeusa@ieee.org <https://www.ieeeusa.org>

The IEEE-USA Operations Manual can be downloaded from the IEEE-USA website at: <http://www.ieeeusa.org/volunteers/files/IEEEUSAopmanual.pdf>

Additional information regarding the IEEE-USA can be found at the IEEE-USA Home Page located at <http://www.ieeeusa.org>.

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SECTION 1 – INTRODUCTION AND GENERAL PROVISIONS

1.1 NAME AND PURPOSE

This organizational unit shall be known as the IEEE-United States of America (IEEE-USA). Its purposes shall be consistent with the IEEE Constitution and the IEEE Bylaws (Section I-303.8). The mission of IEEE-USA shall be to recommend policies and implement programs specifically intended to serve and benefit the members, the profession, and the public in the United States in appropriate professional areas of economic, ethical, legislative, social and technology policy concern. In recognition of its partnership with the other IEEE organizational units in providing services to US members, IEEE-USA will provide liaisons, as appropriate, to those other IEEE organizational units.

1.2 OBJECTIVES

IEEE-USA will:

- Promote the professional, social, economic, and ethical status of individuals engaged in all of IEEE's fields of interest, with a special emphasis on US IEEE members.
- Provide technical advice and policy perspectives to US policymakers at all levels in the areas of electrotechnology and information technology to improve the quality of life and for the benefit of the public.
- Work with US policymakers and regulators to enhance the careers and improve the working conditions of US engineers and other technical professionals.
- Develop products and services that support the lifelong professional development and career vitality needs of the IEEE's US members and other technical professionals.
- Support communication with and among US IEEE members, potential members, their employers and the public about IEEE-USA and the professional issues that affect our members and their professions.
- Enhance public awareness and understanding of electrical, electronics and computer engineering and related technical fields.

In pursuit of these Objectives, IEEE-USA will attempt to consider all viewpoints and will coordinate efforts with other organizational units of IEEE, with associated engineering and scientific societies, with employers' representatives operating within the US, and with other interested parties.

1.3 GOVERNING DOCUMENTS

The policies, procedures, and regulations by which IEEE-USA activities are governed are embodied in the following documents, which are listed in the order in which they take precedence:

1. Not-For-Profit Corporation Law, State of New York
2. IEEE Certificate of Incorporation
3. IEEE Constitution
4. IEEE Bylaws
5. IEEE Policies
6. Resolutions of the IEEE Board of Directors
7. IEEE-USA Operations Manual
8. Other Established IEEE Procedures
9. Robert's Rules of Order

This IEEE-USA Operations Manual collects policies and guidelines adopted by the IEEE-USA Board of Directors regarding the organization and operations of IEEE-USA, including charters for all formally constituted Standing Committees.

All IEEE-USA policies and procedures shall conform to the provisions of both the IEEE Constitution and the IEEE Bylaws and shall not conflict with applicable IEEE policies. If, having consulted these documents, questions of procedure or interpretation remain, inquiries should be addressed to the Managing Director, IEEE-USA or the Executive Director of the IEEE.

IEEE-USA committees may develop and maintain appropriate best practices and operational guidelines for administration of their respective IEEE-USA programs (e.g., Awards, Fellowships, etc.), which must be consistent with the policies contained in this Operations Manual and other applicable IEEE governing documents. These administrative guidelines are not deemed to be formal governing documents requiring IEEE-USA Board approval. They should be collected and disseminated in a form that is readily accessible to the responsible committee or other program participants, and to Board members and other interested parties upon request.

1.4 AMENDMENTS TO THE IEEE-USA OPERATIONS MANUAL

Amendments to the IEEE-USA Operations Manual must be reviewed through the IEEE Governance process and approved by a majority vote taken at an IEEE-USA Board of Directors meeting. The proposed amendments along with supporting rationale must be circulated to Board members at least twenty (20) calendar days prior to the Board of

Directors meeting where action is proposed unless the notice requirement is unanimously waived prior to the meeting by all Board members with eligibility to vote.

Non-substantive editorial revisions to the IEEE-USA Operations Manual required to update references to the IEEE Bylaws and Policies, incorporate changes requested by the IEEE governance process, reflect changes in committee, program or publication names, or other house-keeping revisions that do not reflect a substantive change of policy or modify IEEE-USA's operations may be made by IEEE-USA Managing Director with notification of changes to the IEEE-USA President and Board of Directors.

1.5 MANAGEMENT

IEEE-USA shall be managed by an IEEE-USA Board of Directors, as defined in Section 2 and an IEEE-USA Operating Committee, as described in Section 3, and herein known as the "IEEE-USA OpCom," in a manner not inconsistent with the relevant governing documents. Persons holding more than one office in either of these management bodies shall be limited to one vote on that body. To be eligible for any of the voting positions on the IEEE-USA Board of Directors or the IEEE-USA OpCom, the member must be at IEEE Senior Member grade or higher unless otherwise specified. To be eligible to be a Chair or a voting member of any IEEE-USA Committee, the member must be at IEEE Graduate Student or Member grade or higher.

The senior staff person designated by the IEEE Executive Director to be responsible for providing support to IEEE-USA shall be herein known as the IEEE-USA Managing Director.

All members of the IEEE-USA Board of Directors shall be IEEE members of a US IEEE Region and shall reside in the United States or its territories.

Unless otherwise provided in the Not-for-Profit Corporation Law of the State of New York, IEEE Certificate of Incorporation, the IEEE Constitution, the IEEE Bylaws, IEEE Policies, or the IEEE-USA Operations Manual, the vote of a majority of the voting members of the IEEE-USA Board of Directors, the IEEE-USA OpCom, the IEEE-USA Assembly and the committees of IEEE-USA present at the time of the vote, if a quorum is present at such time, shall be the act of that body.

1.6 DUES, FEES, AND REGIONAL ASSESSMENTS

IEEE-USA activities will be supported by funds derived from several sources and will primarily consist of two components:

- IEEE-USA Assessment: The IEEE Board of Directors approved mandatory assessment upon members residing in the US for support of IEEE-USA operations shall be the base assessment. Changes to the mandatory assessment for the

support of IEEE-USA operations shall be made in accordance with the approval process set forth in the IEEE Bylaws.

- Voluntary Fees: The variable, member choice, component and general sale component will be derived from voluntary fees for services or products provided by or through IEEE-USA. Fees for such services and products are determined by the IEEE-USA Board of Directors.

IEEE-USA may also derive funds from other sources consistent with IEEE's IRC 501(c)(3), and not-for-profit status and IEEE Policies including the sale of products or services, advertising, grants, gifts, and donations.

1.7 IEEE-USA ENGAGEMENT & COLLABORATION POLICY

IEEE-USA's mission requires the talents and perspectives of people with different personal, cultural, and disciplinary backgrounds. IEEE-USA is committed to promoting a welcoming culture per IEEE Policy 9.8.

SECTION 2 – IEEE-USA BOARD OF DIRECTORS

2.1 COMPOSITION OF THE IEEE-USA BOARD OF DIRECTORS

The IEEE-USA Board of Directors shall consist of not more than sixteen (16) members as follows:

- IEEE-USA President, who shall be Chair
- IEEE-USA President-Elect
- IEEE-USA Past President
- The IEEE Directors who are Delegates for the IEEE US Regions shall be IEEE members of a US IEEE Region and shall reside in the United States or its territories.
- The Technical Activities Representative (TAR)
- The IEEE-USA Early Career Representative
- Three IEEE-USA Vice Presidents
- IEEE-USA Treasurer
- Staff Secretary (without vote)

2.2 FUNCTIONS OF THE IEEE-USA BOARD OF DIRECTORS

The IEEE-USA Board of Directors shall function to provide direction and oversight to IEEE-USA, its programs, activities, and budgets, consistent with IEEE-USA's purpose (see Section 1.1), objectives (see Section 1.2) and relevant governing documents (see Section 1.3).

2.3 MEETINGS OF THE IEEE-USA BOARD OF DIRECTORS

- a) Regular Meetings of the IEEE-USA Board of Directors: Regular meetings of the IEEE-USA Board of Directors will be held at the call of the IEEE-USA President. Normally, three meetings will be held each year. Notices of such meetings shall be given to all members of the IEEE-USA Board of Directors, at least 20 calendar days in advance of the meeting.
- b) Special Meetings of the IEEE-USA Board of Directors: Special meetings of the IEEE-USA Board of Directors may be called by the IEEE-USA President or by any six members of the IEEE-USA Board of Directors on notice to all other IEEE-USA Board of Directors members. Notice of such special meetings shall give the place, time and purpose of the meeting; the method for holding the meeting (i.e., in person, teleconference, or other means); and the names of those calling the meeting. The meeting notice shall be sent to all members not less than 20 calendar days before the date set for the special meeting.
- c) Waivers of Notice: A special meeting of the IEEE-USA Board of Directors may be held without notice if waivers of notice by all the IEEE-USA Board of Directors members are deposited with the Managing Director and recorded in the minutes of the meeting.

2.4 VOTING WITHOUT A FACE-TO-FACE MEETING

The IEEE-USA Board of Directors or any committee thereof, may meet and act upon the votes of its members through any means of telecommunication. Normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time. Minutes of such meetings shall be provided to all members of the IEEE-USA Board of Directors or of the committee.

Unless otherwise provided in the IEEE Constitution, the IEEE Bylaws, IEEE Policies or the IEEE-USA Operations Manual, any action required or permitted to be taken by the IEEE-USA Board of Directors, or any committee thereof, may be taken without a meeting if all members of the Board or committee vote unanimously on the action. The outcome of the vote will be recorded in the minutes of the next scheduled Board meeting.

2.5 QUORUM

For all meetings of the IEEE-USA Board of Directors, a quorum will be a majority of the voting members of the IEEE-USA Board of Directors.

2.6 EXECUTIVE SESSION

The Chair, or the Board by majority vote, may declare an agenda item to be of a sensitive or personal nature to be debated in Executive Session. The Board, by majority vote, may reconsider an Executive Session determination by the Chair.

SECTION 3 – IEEE-USA OPERATING COMMITTEE

3.1 COMPOSITION OF THE IEEE-USA OPERATING COMMITTEE

The IEEE-USA Operating Committee shall consist of the following members:

- IEEE-USA President, who shall be Chair
- IEEE-USA President-Elect
- IEEE-USA Past President
- One of the current IEEE US Region Directors (selected by the IEEE-USA President, with the approval of the IEEE-USA Board of Directors)
- IEEE-USA Vice Presidents
- IEEE-USA Treasurer
- Staff Secretary (without vote)

3.2 FUNCTIONS OF THE IEEE-USA OPERATING COMMITTEE

The IEEE-USA OpCom shall have all the functions and duties of the IEEE-USA Board of Directors between meetings of the IEEE-USA Board of Directors, except those that may be reserved exclusively to the IEEE-USA Board of Directors. The IEEE-USA Board of Directors, by majority vote at any meeting, may overrule any act or decision of the IEEE-USA OpCom.

3.3 MEETINGS OF THE IEEE-USA OPERATING COMMITTEE

- a) Regular Meetings of the IEEE-USA OpCom: Meetings of IEEE-USA OpCom shall be held at the call of the IEEE-USA President and customarily will be held at times between the regular meetings of the IEEE-USA Board of Directors.
- b) Special Meetings of the IEEE-USA OpCom: Special meetings of the IEEE-USA OpCom may be called by the President or by any four voting members of the IEEE-USA OpCom on notice to all other IEEE-USA OpCom members. Notice of such special meetings shall give the place, time and purpose of the meeting; the method for holding the meeting (i.e., in person, teleconference, or other means); and the names of those calling the meeting. The meeting notice shall be sent to all members not less than 20 calendar days before the date set for the special meeting.
- c) Waivers of Notice: A meeting of the IEEE-USA OpCom may be held without notice if waivers of notice signed by all the IEEE-USA OpCom members are filed with the Managing Director, with notation thereof entered in the minutes of the meeting.

3.4 VOTING WITHOUT A FACE-TO-FACE MEETING

The IEEE-USA OpCom may meet and act upon the votes of its members through any means of telecommunication. Normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time. Minutes of such meetings shall be provided to all members of the IEEE-USA Board of Directors.

Unless otherwise provided in the IEEE Constitution, the IEEE Bylaws, IEEE Policies, or the IEEE-USA Operations Manual, any action required or permitted to be taken by the IEEE-USA OpCom may be taken without a meeting if all members of the IEEE-USA OpCom unanimously approve the action.

The written confirmation shall be filed with the minutes of the proceedings of the IEEE-USA OpCom. The outcome of the vote will be recorded in the minutes of the next scheduled OpCom meeting.

3.1 QUORUM

For all meetings of the IEEE-USA OpCom, a quorum will be a majority of the voting members of IEEE-USA OpCom.

3.2 EXECUTIVE SESSION

The Chair or the IEEE-USA OpCom by majority vote may declare an agenda item to be of a sensitive or personal nature to be debated in Executive Session. The IEEE-USA OpCom, by majority vote, may reconsider an Executive Session determination by the Chair.

SECTION 4 – IEEE-USA ASSEMBLY

4.1 COMPOSITION OF THE IEEE-USA ASSEMBLY

The IEEE-USA Assembly shall be comprised of the following delegates who are voting members unless specified:

- IEEE-USA President, shall be Chair
- IEEE-USA President-Elect
- IEEE-USA Past President
- The Directors of the IEEE US Regions, and
- The Staff Secretary (non-voting)

4.2 FUNCTION OF THE IEEE-USA ASSEMBLY

The function of the IEEE-USA Assembly is to act for the US members as their representatives to elect those members of the IEEE-USA Board of Directors who are not directly elected by the voting members of the IEEE US regions, to fill any vacancies that may arise in those offices, and to act on behalf of the IEEE members in the US regions as their duly elected delegates on other issues as may be required by applicable law.

4.3 MEETINGS OF THE IEEE-USA ASSEMBLY

- a) Regular Meetings: The IEEE-USA Assembly shall meet annually prior to the final meeting of the IEEE-USA Board of Directors. At that time, the IEEE-USA Assembly shall appoint the IEEE-USA Vice Presidents, the IEEE-USA Treasurer and the IEEE-USA Early Career Representative by a majority vote of the members present and entitled to vote at the time of the vote, provided a quorum is present. After adopting a motion outlining procedures for conduct of the elections, the Assembly receives nominations from the IEEE-USA Nominations and Appointments Committee for each office to be filled and may accept additional nominations from the floor.
- b) Special Meetings: Special meetings of the IEEE-USA Assembly may be called by the IEEE-USA President or by any four delegates on notice to all other delegates. Notice of such special meetings shall give the place, time and purpose of the meeting; the method for holding the meeting (i.e., in person, teleconference, or other means); and the names of those calling the meeting. The meeting notice shall be sent to all members not less than 20 days before the date set for the special meeting.
- c) Waivers of Notice: A meeting of the IEEE-USA Assembly may be held without notice if waivers of notice signed by all the delegates are filed with the Managing Director, with notation thereof entered in the minutes of the meeting.

4.4 VOTING WITHOUT A FACE-TO-FACE MEETING

The IEEE-USA Assembly may meet and act upon the votes of its members through any means of telecommunication. Normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time. Minutes of such meetings shall be provided to all members of the IEEE-USA Assembly.

Unless otherwise provided in the IEEE Constitution, the IEEE Bylaws, IEEE Policies, or elsewhere in this IEEE-USA Operations Manual, any action required or permitted to be taken by the IEEE-USA Assembly may be taken without a meeting if all members of the IEEE-USA Assembly unanimously approve the action. The outcome of the vote will be recorded in the minutes of the next scheduled Assembly meeting.

4.5 QUORUM

For meetings of the IEEE-USA Assembly, a quorum will be a majority of the voting members of the IEEE-USA Assembly.

4.6 EXECUTIVE SESSION

Meetings of the IEEE-USA Assembly will be in Executive Session when such meetings pertain to the elections process and involve discussions of the qualifications of individual members. The Chair shall have the right to declare other matters before the Assembly to be of a sensitive or personal nature to be debated in Executive Session.

SECTION 5 – KEY POSITIONS OF IEEE-USA

5.1 IEEE-USA PRESIDENT (CHAIR, IEEE-USA BOARD OF DIRECTORS)

- a) Functions/Responsibilities. The IEEE-USA President shall be the Chair of the IEEE-USA Board of Directors, the IEEE-USA OpCom, and the IEEE-USA Assembly. Following a term of one year as IEEE-USA President-Elect, the holder of that office shall serve as IEEE-USA President in the subsequent year and shall serve as IEEE-USA Past President in the year subsequent thereto. The functions and responsibilities shall be to:
- Represent the IEEE US members as an elected official.
 - Propose agendas and preside over all meetings of the IEEE-USA Board of Directors, IEEE-USA OpCom and the IEEE-USA Assembly.
 - Serve as a member of the IEEE Board of Directors.
 - Provide guidance to the Managing Director on priorities to facilitate planning and operations.
 - Work with the Treasurer and Managing Director, IEEE-USA, as appropriate to oversee the financial operation of IEEE-USA.
 - Make such appointments as are specified by charter, form ad hoc committees, and appoint IEEE-USA representatives to other IEEE organizational units and external organizations.
 - Serve as ex-officio member to all IEEE-USA Committees.
 - Serve on other IEEE Boards or Committees, as requested, or if required by IEEE Bylaw, and inform the IEEE-USA Board of appropriate matters.
- b) Qualifications. The qualifications for the IEEE-USA President/Chair IEEE-USA Board of Directors include the following:
- Must be an IEEE Senior Member grade or higher.

- Must be an IEEE member of a US IEEE Region and shall reside in the United States or its territories
 - Must be able to commit a significant amount of time to the position.
 - Should have the support of that person's employer in meeting the obligations of the position.
- c) The IEEE-USA President shall be ineligible to serve a second full term, except to fill a vacancy as provided in IEEE-USA OpMan. 5.10.

5.2 IEEE-USA PRESIDENT-ELECT (VICE CHAIR, IEEE-USA BOARD OF DIRECTORS)

- a) Functions/Responsibilities. The functions and responsibilities of the IEEE-USA President-Elect/Vice Chair of IEEE-USA Board of Directors shall be to:
- Report to and assist the IEEE-USA President as a representative of the IEEE US membership.
 - Serve as Vice Chair of IEEE-USA Board of Directors, IEEE-USA OpCom and the IEEE-USA Assembly.
 - Serve on IEEE-USA Board of Directors, IEEE-USA OpCom, the IEEE-USA Finance Committee and the IEEE-USA Assembly.
 - Preside over the meetings of IEEE-USA Board of Directors and IEEE-USA OpCom, in the absence of the IEEE-USA Board of Directors Chair.
 - Assist the IEEE-USA Board of Directors by carrying out additional ad-hoc assignments.
- b) Qualifications. Same as for IEEE-USA President.

5.3 IEEE-USA PAST PRESIDENT

- a) Functions/Responsibilities. The functions of a Past President shall be to:
- Report to and advise the IEEE-USA President and President-Elect of matters of concern to the US membership.
 - Serve on IEEE-USA Board of Directors, IEEE-USA OpCom, the IEEE-USA Assembly.
- b) Serve as Vice Chair of the IEEE-USA Nominating and Appointments Committee (N&A) and to become Chair at the last regular committee meeting of the year.
- c) Qualifications. Same as for IEEE-USA President and must have completed a full term of office as IEEE-USA President.

5.4 IEEE-USA TREASURER

- a) Functions/Responsibilities. The IEEE-USA Treasurer shall be responsible for all financial matters pertaining to IEEE-USA. The functions of the IEEE-USA Treasurer shall be to:
- Serve as the Chief Financial Officer of the IEEE-USA.
 - Chair the IEEE-USA Finance Committee.
 - Serve as a member of the IEEE-USA Board of Directors, the IEEE-USA OpCom, the IEEE-USA Finance Committee and the IEEE Finance Committee.
 - Report administratively to the IEEE-USA President.
 - Work with the Managing Director to prepare the annual budget, including the rolling 3–5-year financial plan, and monitor financial reports for adherence to the budget of IEEE-USA.
 - Provide periodic reporting on financial matters to the IEEE-USA Board of Directors and to the IEEE-USA OpCom, to secure their approval on financial actions when necessary.
 - Report on the progress and activities of the IEEE Finance Committee to the IEEE-USA Board of Directors and Operating Committee.
 - Ensure compliance with IEEE policies and procedures in all financial matters relating to IEEE-USA operations.
- b) Qualifications. The qualifications for the IEEE-USA Treasurer include the following:
- Must be at IEEE Senior Member grade or higher.
 - Must be able to commit a significant amount of time to the position.
 - Should have the support of that person's employer in meeting the obligations of the position.
- c) Term of Office: The term of office of the IEEE-USA Treasurer shall be for one year. Having served one term, the Treasurer is eligible to be reappointed for up to two additional one-year terms, not to exceed three consecutive years of total service in this position.

5.5 IEEE-USA VICE PRESIDENT – CAREER & MEMBER SERVICES

- a) Functions/Responsibilities of the IEEE-USA Vice President, Career & Member Services shall be to:
- Provide direction and assist in coordinating IEEE-USA's career and professional activities programs and services.
 - Appoint Career & Member Services committee chairs with the concurrence of the IEEE-USA President.
 - Serve on the IEEE-USA Board of Directors, the IEEE-USA OpCom, and the IEEE-USA Finance Committee.

- Serve as an ex officio member of each of the Career & Member Services Committees
 - Chair at least one meeting per year of the committee chairs at which committee/program goals and annual plans will be determined.
 - Keep the Career & Member Services committees notified of changes that affect their scope, budget, structure, operations, or membership, and solicit their timely input to proposed changes.
 - Work collaboratively with the Vice President, Communications and Public Visibility to ensure effective communication and promotion of IEEE-USA's career-related products and services, and support for IEEE-USA's local professional activities.
 - Work with the IEEE-USA Career & Member Services staff to carry out these functions and responsibilities.
- b) Qualifications of the IEEE-USA Vice President, Career & Member Services include the following:
- Must be an IEEE Senior Member grade or higher.
 - Should have background in career-related planning, product development or management, with a focus on non-technical skills and delivery of products or services through multiple channels including local or distributed professional meetings/events.
 - Previous experience as a member of one or more of the Career and Professional Activities committees is preferable.
 - Must be able to commit sufficient time to carry out the position's functions and responsibilities.
 - Should have the support of that person's employer in meeting the obligations of the position.
- c) Term of Office: The term of office of the IEEE-USA Vice President, Career & Member Services shall be for one year with the possibility for reappointment to a second successive one-year term, subject to a maximum continuous service of six years in any combination of IEEE-USA Vice President or Treasurer positions.

5.6 IEEE-USA VICE PRESIDENT – COMMUNICATIONS & PUBLIC AWARENESS

- a) Functions/Responsibilities of the IEEE-USA Vice President, Communications & Public Awareness shall be to:
- Manage and coordinate IEEE-USA's communications, public awareness and recognition programs and associated budgets
 - Appoint committee chairs and volunteer editors for IEEE-USA communications, public awareness and recognition committees and publications with the concurrence of the IEEE-USA President

- Serve on the IEEE-USA Board of Directors, the IEEE-USA OpCom and the IEEE-USA Finance Committee
 - Chair at least one meeting per year of the committee chairs/publication editors at which plans, and goals will be presented and discussed.
 - Serve as an ex officio member of each of the communications, public awareness and recognition committees.
- b) Qualifications of the IEEE-USA Vice President, Communications include the following:
- Must be an IEEE Senior Member grade or higher.
 - Background in communications or public awareness, including previous experience as a member of one of the committees is preferable.
 - Must be able to commit sufficient time to carry out the position's functions and responsibilities.
 - Should have the support of that person's employer in meeting the obligations of the position.
- c) Term of Office: The term of office of the IEEE-USA Vice President, Communications shall be for one year with the possibility for reappointment to a second successive one-year term, subject to a maximum continuous service of six years in any combination of IEEE-USA Vice President or Treasurer positions.

5.7 IEEE-USA VICE PRESIDENT – GOVERNMENT RELATIONS

- a) Functions/Responsibilities of the IEEE-USA Vice President, Government Relations shall be to:
- Manage and coordinate IEEE-USA's government relations committees, programs, and associated budgets in order to advance IEEE-USA's public policy agenda.
 - Work to obtain the broadest possible member involvement with IEEE-USA's government relations programs and committees, including recruitment of qualified representatives from IEEE technical societies, regions, sections, and other organizational entities, in order to ensure that IEEE-USA policy positions reflect the breadth of member viewpoints and expertise.
 - Appoint government relations committee chairs with the concurrence of the IEEE-USA President.
 - Serve on the IEEE-USA Board of Directors, IEEE-USA OpCom and the IEEE-USA Finance Committee.
 - Serve as an ex-officio member of each of the government relations committees.
 - Chair at least one meeting per year of the committee chairs at which plans and goals will be presented and discussed.
- b) Qualifications include the following:
- Must be an IEEE Senior Member grade or higher.

- Background in government relations or public policy, including previous experience as a member of one of the committees is preferable.
 - Must be able to commit sufficient time to carry out the position's functions and responsibilities.
 - Should have the support of that person's employer in meeting the obligations of the position.
- c) Term of Office: The term of office of the IEEE-USA Vice President, Government Relations shall be for one year with the possibility for reappointment to a second successive one-year term, subject to a maximum continuous service of six years in any combination of IEEE-USA Vice President or Treasurer positions.

5.8 IEEE-USA TECHNICAL ACTIVITIES REPRESENTATIVE

There shall be one IEEE-USA Technical Activities Representative appointed by the IEEE Vice President – Technical Activities with the concurrence of the IEEE-USA President.

- a) Functions/Responsibilities: The functions of the IEEE-USA Technical Activities Representative shall be to provide effective liaison and promote mutually beneficial collaborations between IEEE-USA and IEEE's Technical Activities Board and the IEEE technical societies; and to serve on the IEEE-USA Board of Directors.
- b) Qualifications: The Technical Activities Representative shall be an IEEE member of a US IEEE Region and sitting Director, Director-Elect or Past Director of IEEE's Technical Activities Board appointed by the Vice President – Technical Activities with the consent of the IEEE-USA President.
- c) Term of Office: The term of office for the IEEE-USA Technical Activities Representative shall be for one year.

5.9 IEEE-USA EARLY CAREER REPRESENTATIVE

There shall be one IEEE-USA Early Career Representative appointed by the IEEE-USA Assembly.

- a) Functions/Responsibilities: The functions of the IEEE-USA Early Career Representative shall be to serve on the IEEE-USA Board of Directors as a voice for the views and interests of early career IEEE members and to provide effective liaison for IEEE-USA with IEEE programs and organizational units that support recent graduates and early career professionals.
- b) Qualifications: The IEEE-USA Early Career Representative shall be a IEEE member of a US IEEE Region and shall reside in the United States or its territories. at the

Graduate Student Member grade or higher, who has graduated with a first professional degree within the past 15 years.

- c) Term of Office: The term of office for the IEEE-USA Early Career Representative shall be for one year.

5.10 VACANCIES

In the event of a vacancy in the office of IEEE-USA President-Elect, IEEE-USA shall have six months to hold a special membership election for purposes of filling the vacancy, after which the IEEE Assembly may fill the position as provided in IEEE Bylaws Section I-301.12.

In the event of a vacancy in the office of the IEEE-USA President, the incumbent President-Elect shall assume the duties of the President, thereby vacating the office of President-Elect, and will serve the remainder of the vacant Presidential term and the term to which he/she had been elected. In that instance, the Past President who is in office when the vacancy occurs shall serve one additional year.

In the event of a vacancy in the office of the IEEE-USA Past President, the next most recently retired Past President available to serve shall fill the vacancy.

Vacancies among the Regional officers shall be filled as provided in IEEE Bylaws I-301.12. An ineligible Region director will be replaced with a representative on the IEEE-USA Board of Directors in order by 1) the Region director-elect, 2) the past Region director, or 3) shall be filled by the IEEE-USA Assembly.

Vacancies in the offices of Vice President or Treasurer shall be filled by special election of the IEEE-USA Assembly. The IEEE-USA President may appoint a non-voting interim officer to serve until the position is filled.

Vacancies in the office of Technical Activities Representative shall be filled by appointment as provided in Section 5.8.

Vacancies in the office of IEEE-USA Early Career Representative shall be filled by appointment as provided in Section 5.9.

SECTION 6 – IEEE-USA AFFINITY GROUPS

6.1 GENERAL

The IEEE-USA Board of Directors may sponsor or establish US-focused national affinity groups to support the non-technical interests of IEEE's US members in accordance with IEEE Bylaw I-402.10 and through the processes outlined in the MGA Operations Manual.

IEEE-USA serves as the “parent organizational unit” to IEEE-USA created or sponsored affinity groups.

SECTION 7 – APPOINTMENTS AND ELECTIONS

7.1 GUIDING PRINCIPLES

The following principles are adopted by IEEE-USA Board of Directors to guide IEEE-USA nominations, elections and appointments:

- Excluding the IEEE-USA Early Career Representative position, nominees for IEEE-USA appointed offices shall be IEEE Senior Member grade or higher.
- Ideal candidates should have at least 5-10 years of increasingly responsible management or related experience relevant to their prospective office, demonstrated leadership skills, experience in a volunteer led organization that operates by consensus, excellent written and oral communications skills, strong organizational ability, and the ability to work in remote/electronic working environments and with associated tools.
- The IEEE-USA N&A Committee shall nominate any given person to only one IEEE-USA Assembly appointed position per year.
- The N&A Committee shall not nominate candidates for IEEE-USA offices who are nominated to serve in the same year as IEEE-SA President, Vice President, Technical Activities, or for any office elected by the IEEE Assembly or appointed by the MGA Assembly.
- Documentation of candidates' qualifications should be furnished at all levels of the nomination process.
- Committee and Task Force Chairs, should be routinely considered for higher level positions.
- The IEEE-USA Board and committee leaders, IEEE US members, and other interested organizational units should be solicited for nominations when compiling candidate lists.
- Emphasis should be placed on Divisional/Regional, Council, Area and Section activities that demonstrate a developed sense of the IEEE constituency when considering candidates for higher level offices
- Special consideration should be given to candidates for Treasurer because of the need for financial skills. Prior service as Treasurer at the Region or society level or service on the IEEE Finance Committee should be given extra weight for this position.
- Other IEEE major organizational units should receive timely notice of IEEE-USA's Call for Nominations inviting nominations for IEEE-USA offices.

- All nominees for the IEEE-USA Board of Directors shall be an IEEE member of a US IEEE Region and shall reside in the United States or its territories.

7.2 SELECTION OF IEEE-USA PRESIDENT-ELECT CANDIDATES

- a) N&A Committee Recommendations: The N&A Committee will recommend two (2) or more qualified nominees to the IEEE-USA Board of Directors for their consideration for the President-Elect position. For each such nominee, the N&A Committee will provide a biographical sketch, a list of IEEE activities, and a platform statement. The N&A Committee may include in its recommendations the names of candidates in the IEEE general election process, with the stipulation that those candidates would be considered only if they were not elected in that process.
- b) Number of Candidates: The IEEE-USA Board of Directors will decide by majority vote the number of candidates for each position to be included on the election ballot.
- c) Floor Nominations: Nominations may also be made from the floor by any member of the IEEE-USA Board of Directors. If nominations are made from the floor, the nominator should be prepared to provide a biographical sketch, including IEEE activities, a platform statement, and a statement that the individual nominated is qualified and willing to serve if elected.
- d) Candidate Statements: Individuals who are nominated, either by the N&A Committee, or from the floor will be permitted to provide concise written statements in support of their candidacies, which will be made available to Board members for review as soon as practicable, at or prior to the meeting. The Board, at its discretion, may also elect to convene a separate special electronic meeting to interview the candidates after receipt of the N&A Committee's nominee slate.
- e) Exclusion of Candidates from Deliberations: After completion of nominations and candidate statements, all candidates shall be excluded from the meeting during the discussion of candidates by IEEE-USA Board of Directors. However, a candidate who is also a current member of IEEE-USA Board of Directors will be invited back into the meeting to participate in the vote.
- f) Balloting: Selection will be by secret ballot by voting members of IEEE-USA Board of Directors. Approval voting will be used. Depending on the number of candidates, successive votes will be taken and the candidate with the fewest votes will be eliminated after each vote. Successive votes will be taken for each of the slate

positions, as determined in 7.2.b, until the agreed upon number of candidates is reached.

- g) Tellers: The IEEE-USA President will select two tellers who are not current members of the IEEE-USA Board of Directors to assist in the counting of the votes.
- h) Notification: The names of the selected candidates shall be forwarded to IEEE Corporate Activities in accordance with applicable Bylaws.

7.3 PETITION CANDIDATES FOR IEEE-USA PRESIDENT-ELECT

IEEE voting members residing in the US may propose, by petition, names to be added to the ballot for the office of IEEE-USA President-Elect, using the petition process outlined in IEEE Bylaw I-307.10 and IEEE Policies 13.7.3.

7.4 IEEE-USA PRESIDENT-ELECT ELECTION

- a) Applicable Policies: IEEE-USA elections shall be conducted in accordance with the IEEE- Bylaws, and other relevant IEEE and IEEE-USA policies and procedures.
- b) Voting: IEEE voting members residing in the US shall be permitted to vote for the IEEE-USA President-Elect.
- c) Tellers: The counting of the tally of votes will be a part of the IEEE annual election process and shall follow the procedure specified in IEEE Bylaw 307.15.
- d) Election Disputes: Any dispute or appeal connected with the election of the IEEE-USA President-Elect, or any other member elected IEEE-USA officer shall be submitted in accordance with IEEE Bylaw 307.19.
- e) Resolution of Ties: In the event of a tie among candidates in the race for IEEE-USA President, the IEEE Board of Directors shall choose between the nominees involved.
- f) Electioneering: In general, it shall be the policy of the IEEE-USA not to engage in or permit the use of IEEE-USA funds or IEEE-USA staff resources to support electioneering activities except as permitted by applicable law and authorized by the IEEE Certificate of Incorporation, IEEE Constitution and Bylaws, and IEEE Policies.

7.5 ELECTION OF IEEE-USA VICE PRESIDENTS AND IEEE-USA TREASURER, AND IEEE-USA EARLY CAREER REPRESENTATIVE

- a) Nominations: The N&A Committee will recommend to the IEEE-USA Assembly the names of two or more nominees for each position. For each such nominee, the N&A Committee will provide a biographical sketch, a list of IEEE activities, and a platform statement. The N&A Committee may include in its recommendations the names of candidates currently participating in the general election process for other positions,

with the stipulation that those candidates would be considered for appointment only if they were not elected.

- b) Executive Session: The IEEE-USA Assembly will meet in executive session for purposes of selecting IEEE-USA vice presidents, the IEEE-USA Treasurer, and the IEEE-USA Early Career Representative.
- c) Floor Nominations: Nominations may also be made from the floor by any member of the IEEE-USA Assembly. If nominations are made from the floor, the nominator should be prepared to provide a biographical sketch, including IEEE activities, a platform statement, and a statement that the individual nominated is qualified and willing to serve if elected.
- d) Consideration of Candidates: Nominated individuals for a vice president or treasurer position will not make oral statements to the IEEE-USA Assembly on their own behalf. A representative of the N&A Committee will present the slate of nominees and provide a brief summary of each candidate's qualifications. The IEEE-USA Assembly will exclude candidates from the meeting during discussion. However, a candidate who is a member of the IEEE-USA Assembly will be invited back into the meeting to participate in the vote.
- e) Voting Process: Election will be by secret ballot by all voting members of the IEEE-USA Assembly. The Chair will participate in all secret balloting, but the vote shall only be used in order to break a tie. Approval voting will be used. Depending on the number of candidates, successive votes will be taken for each of the six positions. The candidate with the fewest votes will be eliminated after each vote until one candidate has a clear majority of the votes for each position.
- f) Tellers: The IEEE-USA President will select two tellers, who are not current members of the IEEE-USA Assembly, to assist in the counting of the votes.

7.6 SELECTION OF NOMINATION & APPOINTMENTS COMMITTEE MEMBERS AND ALTERNATES

- a) Nominations: The N&A Committee will recommend three eligible candidates to the IEEE-USA Board of Directors for their consideration, one for each of the two vacant member positions and one for the post of N&A Committee Alternate.
- b) Executive Session: The IEEE-USA Board of Directors will meet in executive session for purposes of selecting N&A Committee members and alternates.
- c) Floor Nominations: The IEEE-USA Board of Directors will vote on the nominee slate as presented by the N&A Committee. In the event that a majority vote fails to approve the slate, nomination of a substitute slate may be made from the floor by any member of the IEEE-USA Board of Directors. If nominations are made from the floor, the

nominator should be prepared to make a statement on behalf of the individuals nominated, including assurance that they are qualified and willing to serve if selected.

- d) Voting Process: Selection will be by secret ballot by voting members of IEEE-USA Board of Directors.
- e) Tellers: The IEEE-USA President will select two tellers who are not current members of the IEEE-USA Board of Directors to assist in the counting of the votes.

7.7 APPOINTMENT OF IEEE-USA LIAISONS AND REPRESENTATIVES

- a) Liaisons and Representatives: The IEEE-USA President may appoint IEEE members as IEEE-USA liaisons or representatives to IEEE organizational units and to outside organizations for the purposes of advancing IEEE-USA programs or objectives. Those individuals appointed serve at the IEEE-USA President's discretion until removed by the IEEE-USA President or by the IEEE-USA Board of Directors, or until the expiration of the IEEE-USA President's term in office.

Liaisons and representatives are expected to consult with the IEEE-USA President or designee before casting votes or taking positions on behalf of IEEE-USA, to obtain prior authorization before incurring any travel or related expenses, and to provide regular reports of their activities to the President and IEEE-USA Board of Directors.

- b) National Council of Examiners in Engineering and Surveying (NCEES) Participating Organizations Liaison Committee (POLC): The IEEE-USA President shall appoint an IEEE-USA representative to serve as a member for this NCEES committee at their invitation. The member is normally expected to serve for a two-year period consistent with NCEES' preference for membership continuity.

SECTION 8 – ADMINISTRATIVE PROCEDURES

8.1 AGENDAS AND MINUTES OF MEETINGS

The successful achievement of IEEE-USA objectives will be advanced by establishing certain administrative guides to be implemented by IEEE-USA members. In this regard, issuing agendas and maintaining and reviewing minutes of IEEE-USA meetings will help to ensure that, consistent with IEEE's decentralized structure, lines of communication among members are maintained, topics for discussion or action are clearly defined, and sufficient written records are preserved for future reference and needs.

- a) Meeting Agendas: It is the practice of IEEE-USA that, whenever practicable, an agenda listing the topics for discussion and supporting materials shall be provided to the members at a reasonable time prior to each meeting (other than formal conferences) of IEEE-USA. This requirement may be satisfied through use of an

electronic agenda accessible via the World Wide Web. Agendas shall be distributed at any such meeting by the Staff Secretary of the particular body or by a designated member or staff of the particular body.

- b) Meeting Minutes: At each meeting (other than formal conferences) of IEEE-USA, minutes of the meeting shall be maintained by the Staff Secretary of the particular body or by a designated member or staff of the particular body. Minutes shall record concisely attendance at the meeting, the substance of all pertinent discussions and any actions taken but need not be in the nature of a verbatim transcript. Maintenance of record copies of the minutes and distribution and review of these minutes shall be carried out by each organizational unit pursuant to such rules and procedures as are adopted by each body.

8.2 FINANCIAL and BUDGET PROCEDURES

- a) Budgets: IEEE-USA Board of Directors shall oversee and set policies regarding the development and administration of the annual IEEE-USA operating budget including any restricted funds or endowments managed for IEEE-USA by the IEEE or IEEE Foundation. All IEEE-USA procedures shall be consistent with IEEE budget policies and guidelines set by the IEEE Board and in the IEEE Bylaws, IEEE Policies, and IEEE Finance Operations Manual.

The IEEE-USA Treasurer, with the assistance of the IEEE-USA Managing Director, shall prepare a proposed operating budget for the forthcoming year in accordance with applicable IEEE budgetary guidance and IEEE-USA policies, for endorsement by the IEEE-USA Board of Directors prior to its consideration by the IEEE Board of Directors.

The Treasurer may convene a Finance Committee meeting chaired by the Treasurer and comprised of the IEEE-USA Presidents, Vice Presidents, and Managing Director (non-voting) to assist in this process and formulate budget-related recommendations to the IEEE-USA Board of Directors.

The IEEE-USA Board of Directors may approve modifications to the annual operating budgets previously adopted by the IEEE Board of Directors. These modifications shall be reflected in IEEE-USA's financial reporting and implemented as part of the IEEE forecasting process but shall not relieve IEEE-USA of its obligation to meet the year-end net targets set by IEEE in the approved IEEE-USA budget.

Each officer, committee, or program entity assigned responsibility for administering budgetary resources shall work with their assigned staff to ensure those resources are administered in compliance with IEEE Policies, IEEE Finance Operations Manual, the IEEE-USA Operations Manual, and the directives of the IEEE-USA Board of Directors.

The Treasurer shall provide regular reports on budget status and related financial matters at each regular and special meeting of the IEEE-USA Board of Directors and as requested by the IEEE-USA President. The Treasurer, the President or the IEEE-USA Board of Directors may direct the IEEE-USA Managing Director to provide financial data and prepare special reports and analysis of financial operations needed for budget development and administration. Monthly reports of IEEE-USA finances and transactions shall be made available electronically to the IEEE-USA Board as they are received.

It shall be the policy of the IEEE-USA Board of Directors to take advantage of IEEE's reserve spending rules in its budgeting process whenever appropriate to advance IEEE-USA's mission and initiatives.

It shall be the policy of the IEEE-USA Board of Directors to proactively employ the IEEE-USA financial resources managed by the IEEE Foundation to advance IEEE-USA's mission and objectives consistent with donor intent reflected in each Fund's management agreement. As a general budgeting policy, IEEE-USA shall manage its rate of withdrawal from these funds so as not to deplete them at a rate faster than they can be refreshed through member donations and income received from market returns and interest.

- b) Surplus Management and Special Allocations: It is the policy of IEEE-USA that operating budget surpluses are better utilized supporting development and delivery of products, services, information and activities that enhance US membership value, rather than being allowed to accumulate in otherwise adequately funded reserves. Consistent with that policy, the IEEE-USA Board may receive proposals and may authorize special allocations against projected year-end operating surplus for the purposes of advancing IEEE-USA mission and program objectives. Allocations for support of local professional activities to the US Regions should be made on an equitable basis.

If at the regular June meeting of the IEEE-USA Board, reliable budget forecasts suggest a significant year-end operating surplus to the approved budget, the IEEE-USA Treasurer shall issue a call for proposals for surplus-funded projects that can be completed within the calendar year with a 30 day deadline for response. These proposals shall be considered at the next regular meeting of the IEEE-USA Board or at a special meeting called for that purpose.

- c) Reimbursement of Travel Expenses: It is IEEE-USA policy to reimburse volunteers and staff for authorized travel expenses incurred in support of IEEE-USA operations. The Board or President may adopt special approval requirements or spending guidelines as needed to manage the operating budget. To the extent practical, virtual

meetings and use of electronic communications tools should be utilized to minimize the need for in-person meetings requiring travel.

- d) IEEE-USA Foundation Fund Proposals: Proposals requesting funding from IEEE-USA funds managed by the IEEE Foundation shall include (1) a statement as to its purposes; (2) relationship to IEEE-USA's mission or objectives and the objectives of the Foundation-managed fund; (3) anticipated outcomes and proposed performance indicators; (4) timetable; and (5) budget.
- e) Vice President Budget Authority: Each of the IEEE-USA Vice Presidents is responsible for overseeing the budgets assigned to support their respective programs and cost centers to ensure that funds are efficiently utilized for the purposes authorized in the Board approved budget. The Vice Presidents may modify program budgets within their respective cost centers by shifting unused funds between program accounts or by allocating surplus revenues realized within the cost center to program accounts for utilization. Notice of budget modifications with rationale shall be provided to the IEEE-USA President, Treasurer and Managing Director, who will ensure that the modifications are reflected in the monthly financial reporting and forecasting.

Normally, budget modifications should not place the cost center in a net negative position, however, Vice Presidents may request approval of the IEEE-USA President and Treasurer to exceed their cost center budget by up to 5 percent and/ or seek approval of the IEEE-USA Board to exceed the cost center budget by a larger amount.

This policy does not restrict the Vice President's utilization of discretionary accounts within their cost center. This authority also does not extend to allow modification of fixed accounts within the cost center (e.g., staff and benefits, rent, overhead and other non-discretionary costs) or of special accounts subject to other Board-approved management policies.

8.3 IEEE-USA VOLUNTARY CONTRIBUTIONS FUNDS

IEEE-USA may solicit tax-deductible donor gifts and voluntary contributions to authorized IEEE-USA restricted and unrestricted funds. These funds will be held in interest-bearing accounts administered by the IEEE Foundation or by IEEE and may be transferred into the IEEE-USA operations budget as needed, subject to IEEE and IEEE Foundation policies and the applicable IEEE-USA funds purposes, restrictions, and procedures. Current balances and the status of approved transfers for each fund will be included in the Treasurer's reports to the Board and in IEEE-USA's monthly financial report.

The following list of authorized IEEE-USA funds provides information on the nature of each fund, its purposes, restrictions on use of funds, and the requirements for fund transfers.

8.3.1 IEEE-USA FUND

- a) General: The IEEE-USA Fund is an unrestricted donor fund managed for IEEE-USA by the IEEE Foundation to support IEEE-USA.
- b) Purposes: Gifts to the IEEE-USA Fund are solicited to promote the electrotechnology careers of IEEE's US members by sustaining member services such as career development, employment assistance, consultant networks and government fellowships. Gifts also support our efforts to provide balanced, reliable information to the public and to policymakers on important technological issues. Funds may be transferred from the IEEE-USA Voluntary Contributions Funds for any purpose consistent with the mission and objectives of IEEE-USA as outlined in the IEEE Constitution and Bylaws and this Operations Manual, but subject to the restriction contained in section 8.4.3 below.
- c) Restrictions: IEEE-USA may not use transfers from the IEEE-USA Voluntary Contributions Funds to support efforts to influence legislation or other activities that can be classified as "lobbying." This restriction does not encompass efforts to provide unbiased technical information to policymakers or education programs designed to raise member awareness of important public policy issues and processes.

Funds should be used as seed money or to support special projects and activities of limited duration, and not to fund on-going activities or programs that are more properly sustained through the IEEE-USA General Fund or Restricted Fund budgets.

- d) Approval of Transfers: Transfers from the IEEE-USA Fund to the IEEE-USA budget in the amount of \$10,000 or less for a specific program or activity requires the prior approval of the IEEE-USA President, Past President, and President-Elect. Transfers in excess of \$10,000 must be approved by the IEEE-USA Board of Directors or the Operating Committee acting on their behalf.

8.3.2 IEEE-USA AWARDS FUND

- a) General: The IEEE-USA Awards Fund is a restricted donor quasi- endowment fund managed for IEEE-USA by the IEEE Foundation to support the IEEE-USA Awards and Recognition program.
- b) Purposes: The IEEE-USA Awards Fund is intended to provide long-term funding for support of the IEEE-USA awards and recognitions program and may be used to support the eligible costs of the program, which include the IEEE-USA awards

ceremony and the prize items associated with the awards bestowed by IEEE-USA (i.e., plaques, honoraria and travel for recipients).

- c) Restrictions: No operational costs for IEEE-USA, other than those outlined as an eligible expense or agreed upon by the donors, are to be charged against the Fund.
- d) Approval of Transfers: The payout amount from the IEEE-USA Awards Fund shall be set and approved (with notification to the IEEE Foundation) as part of the IEEE-USA annual operating budget. Annually, the payout amount shall be at least 3%, but no more than 10%, of the ending Fund balance from two years prior, subject to exceptions approved by the IEEE Foundation.

8.3.3 IEEE-USA GOVERNMENT FELLOWSHIP FUND

- a) General: The IEEE-USA Government Fellowship Fund is a restricted IEEE reserve fund established for IEEE-USA to support the IEEE-USA Government Fellowship program and is administered by IEEE.
- b) Purposes: The IEEE-USA Government Fellowship Fund was established to support the IEEE-USA Government Fellowship program and its operations. The Government Fellowship program provides educational opportunities for eligible IEEE US members who share their independent knowledge and expertise on technology-related public policy issues for the benefit of policymakers and the public.
- c) Restrictions: The fund shall be used exclusively to supplement the IEEE-USA's annual budget support for its Government Fellowship programs, including payment of Fellowship stipends to Fellows recommended by the IEEE-USA Government Fellows Committee and approved by the IEEE-USA Board of Directors.
- d) Approval: Transfers from the IEEE-USA Government Fellows Fund require approval of the IEEE-USA Board of Directors and are normally handled through the annual budgeting process. Non-budgeted transfers may be requested by the

Government Fellows Committee and require the approval of the IEEE-USA Board of Directors.

8.3.4 IEEE-USA MOVE COMMUNITY OUTREACH FUND:

- a) General: The IEEE-USA MOVE Public Outreach Fund is a restricted IEEE-USA donor fund managed for IEEE-USA by the IEEE Foundation.
- b) Purposes: The purpose of the fund is to support the mission and operations of the IEEE-USA MOVE Community Outreach Initiative.
- c) Restrictions: IEEE-USA MOVE Public Outreach Funds may only be used for the following purposes:
 - Providing access to electricity and communications to individuals in communities adversely affected by disaster situations and other infrastructure disruptions as a public good, working in partnership with accredited disaster relief agencies (e.g., Red Cross).
 - Engaging in K-12 STEM education outreach with the goal of encouraging students to pursue careers in engineering.
 - Utilizing the IEEE-USA MOVE Community Outreach Initiative as a means to recruit and excite members and engage them as volunteers.
 - Creating positive visibility and public relations opportunities for IEEE that enhance the brand and public awareness of our public imperative to advance technology for humanity.
- d) Approval of Transfers: Transfers from the IEEE-USA MOVE Public Outreach Fund require approval of the IEEE-USA Board of Directors and are subject to the requirements of a fund management agreement between IEEE-USA and the IEEE Foundation.

8.3.5 IEEE-USA STUDENT PUBLIC POLICY FUND

- a) General: The IEEE-USA Student Public Policy Fund is a restricted donor fund managed for IEEE-USA by the IEEE Foundation.
- b) Purposes: Funds shall be used to support IEEE US student member participation in the IEEE-USA Washington Internships for Students of Engineering (WISE) program and in related education or outreach activities,

- including scholarship grants, designed to raise student member awareness of the intersections between public policy and technology.
- c) Restrictions: Funds may not be used for student participation in Congressional Visits Day or policy advocacy activities that are not eligible for support using tax-exempt donations.
 - d) Approval of Transfers: Transfers from the IEEE-USA Student Public Policy Fund require approval of the IEEE-USA Board of Directors and are normally handled through the annual budgeting process. Non-budgeted transfers may be requested and approved by the IEEE-USA Board of Directors as a regular item of business. Transfers are also subject to the requirements of the fund management agreement between IEEE-USA and the IEEE Foundation.

SECTION 9 – IEEE-USA AWARDS AND RECOGNITIONS

9.1 OBJECTIVES

IEEE-USA shall recognize those who contribute to and support professionalism, as defined in the Article I, Section 2 of the IEEE Constitution, in the United States through an Awards and Recognition program operating in accordance with IEEE policies and procedures.

IEEE-USA Awards serve several purposes: 1) they are an expression of recognition for outstanding contributions to professional activities; 2) they are an incentive to others to emulate excellence; 3) they are a personalized recognition of the achievements of the profession and its members to the public; and 4) they identify IEEE-USA with these achievements.

9.2 APPROVED IEEE-USA AWARDS

The following awards have been approved by the IEEE-USA Board of Directors, the IEEE Awards Board, and the IEEE Board of Directors for the purpose of recognizing outstanding service and contributions to professional activities in the United States. These awards are administered by the IEEE-USA Awards and Recognition Committee (ARC). Unless otherwise indicated, these awards are given annually in quantities up to the maximum specified when, in the opinion of ARC and the IEEE-USA Board of Directors suitable candidates have been nominated. If no suitable candidates have been proposed in any given year, the award(s) will not be presented for that year.

- a) Professional Awards:
 - IEEE-USA Robert S. Walleigh Award for Distinguished Contributions to Engineering Professionalism: To honor IEEE members in the United States for a lifetime of dedicated efforts and successful accomplishments in advancing the social,

economic, legal and ethical aims of IEEE professional activities. Maximum of one award presented per year.

- IEEE-USA Award for Distinguished Public Service: To honor an individual not currently in the practice of engineering for contributions in furthering the professional goals of IEEE in the United States by such means as (but not limited to) influencing laws or regulations benefiting the profession, industrial environments to foster professionalism curricula, or publications designed to enhance professionalism and other similar activities. Maximum of one award presented per year.
- IEEE-USA George F. McClure Citation of Honor: To honor IEEE members who have made exemplary contributions toward securing recognition of professional activities in the United States. Maximum of four awards presented per year.
- IEEE-USA John Meredith Professional Service Award: To recognize key individuals for outstanding IEEE-USA volunteer efforts and contributions. Maximum of one award presented per year.
- IEEE-USA K-12 STEM Literacy Educator-Engineer Partnership Award: To honor pairs of K-12 teachers and engineers that, through their joint collaboration, provide learning experiences to precollege students, support the education and curriculum requirements of their educational institution, promote and increase the math, science and engineering awareness of student participants, or support the educational goals of the IEEE and IEEE-USA.
- IEEE-USA Jim Watson Student Professional Awareness Achievement Award: To recognize IEEE members for their contributions to Student- Professional Awareness Activities in the United States.
- IEEE-USA Entrepreneur Achievement Award for Leadership in Entrepreneurial Spirit: To recognize a key individual who has been instrumental in furthering both entrepreneurial growth and spirit in the United States.

b) Technical Awards:

- IEEE-USA Harry Diamond Memorial Award: To honor individuals for distinguished technical contributions in the field of electrotechnology while in US government service. Maximum of one award presented per year.

c) Literary Awards:

- IEEE-USA Award for Distinguished Literary Contributions Furthering Public Understanding and Advancement of the Engineering Profession: To recognize outstanding journalistic or other efforts that contribute to the enhancement and expansion of the public understanding or the advancement of the engineering profession in the United States.
- National Recognitions for Professional or Technical Achievement: The IEEE-USA ARC may recommend, and the IEEE-USA Board may nominate qualified IEEE US members for significant national or organizational awards (e.g., National Medals of Science and Technology, National Academy of Engineering's Charles Stark Draper Prize for Engineering, National Inventors Hall of Fame).

d) Other Awards:

- IEEE Awards: The IEEE-USA ARC, with the approval of the IEEE-USA Board, may provide input to the IEEE awards process by seeking suitable candidates, motivating the preparation of nominations and supporting nomination proposals for IEEE awards at all levels, but in particular the Haraden Pratt Award (for outstanding service to the IEEE), or the Founders Medal (for service of great value to the profession).

9.3 OTHER TYPES OF IEEE-USA RECOGNITION

In addition to the IEEE-USA Awards described in Section 9.2, IEEE-USA may offer the following additional types of recognition:

- a) Special Board Recognitions: The IEEE-USA Board of Directors with the assistance of ARC, may recognize meritorious individuals or organizations for their service to IEEE-USA and its professional activities through suitable plaques, certificates and commemorative gifts.
- b) President's Citation: The IEEE-USA President may recognize individuals and groups with a special President's Citation.
- c) IEEE-USA Board of Directors' Citation: The IEEE-USA Board of Directors may recognize individuals and groups with a special IEEE-USA Board of Directors' Citation.

9.4 PROCEDURES FOR ADMINISTERING IEEE-USA AWARDS

The IEEE-USA Awards Manual shall contain the procedures to be followed for the solicitation, nomination, selection and approval of IEEE-USA awards. In brief, the ARC will solicit and receive nominations, judge individual nominations and recommend a slate of recipients to the IEEE-USA Board of Directors for approval. The ARC shall ensure that the slate of nominees, including brief summaries of their accomplishments, reach the Board members at least one week prior to the meeting at which approval will be requested.

The ARC will develop and arrange plans for the presentation of awards, with consideration to the request of the approved award recipient.

Even though an award may be specified as being given annually, it will be awarded only when in the judgment of the ARC and the IEEE-USA Board of Directors suitable candidates are available.

Posthumous awards will be made only when knowledge of the awardee's death is received after announcement of the recipient. Nominations for persons known to be deceased will not receive consideration.

No member of the IEEE Board of Directors, the IEEE-USA Board of Directors, the IEEE-USA ARC, or IEEE staff may be candidates, or nominate or endorse candidates for IEEE-USA awards, with the exception of the required Regional/Divisional Director's endorsement on Leadership awards. Nor is any individual eligible to be a candidate or nominate or endorse candidates for IEEE-USA Awards if they resign from one of these bodies during the same year that the awards are under consideration.

9.5 FUNDING OF THE IEEE-USA AWARDS PROGRAM

- a) Annual Budget: IEEE-USA Board of Directors, through its normal budget process, shall provide suitable funds for the awards and the expense of judging and presentation. The Awards Program is also partially funded through an annual transfer from the IEEE-USA Awards Fund to be specified in the annual operating budget under the terms of the fund management agreement with the IEEE Foundation.
- b) Award Honoraria: IEEE-USA will not provide honoraria to recipients of any IEEE-USA award or recognition except by direction of the IEEE-USA Board of Directors and consistent with IEEE awards policy.
- c) Travel Related Reimbursements: IEEE-USA will reimburse if incurred, the following expenses incurred by IEEE-USA award recipients in receiving their award as outlined in the IEEE-USA Awards & Recognition Committee Guidelines: (a) banquet tickets will be provided for ALL award recipients and one guest; and (b) travel and one night's lodging will be provided ONLY for the following award recipients: Robert S. Walleigh Distinguished Contributions to Engineering Professionalism Award; Distinguished Public Service Award; George F. McClure Citation of Honor; Jim Watson Student Professional Achievement Award, Harry Diamond Memorial Award; K-12 STEM Literacy Educator-Engineer Partnership Award, Entrepreneur Achievement Award for Leadership in Entrepreneurial Spirit, and the Award for Distinguished Literary Contributions Furthering Public Understanding and Advancement of the Engineering Profession.

9.6 ESTABLISHMENT OF AWARDS

Proposals for the establishment of IEEE-USA awards should be submitted to the IEEE-USA Awards and Recognitions Committee for review and recommendation and require approval by the IEEE-USA Board of Directors and referral to the IEEE Awards Board for review consistent with applicable IEEE Awards Board policies. The following guidelines are provided for establishment of new IEEE-USA awards:

- a) Hierarchy of Awards: For consistency with the hierarchy of IEEE Awards, the limits by award category for honoraria and medals defined in IEEE Policies (Section 4 - Awards Activities) shall apply to any new or revised IEEE-USA award.
- b) Preparation of Award Specifications: The following guidelines are recommended as an aid in proposing a new award:
 - Description: Award specifications should be unambiguous and non- conflicting with existing awards. The Award should stimulate outstanding achievement. A need for continuity of the award should be shown and the frequency of consideration.
 - Administration: Specify the organizational unit, or organizational units responsible for administering the award or scholarship.
 - Eligibility: Be very specific as to the parameters such as who may apply; IEEE member; age, level of accomplishment e.g., grade requirements; or other limitations, restrictions or affiliations not otherwise prohibited or in violation of the non-discriminatory objectives of IEEE.
 - Prize Items: Identify specifically what the educational award or scholarship will consist of, such as cash award, certificate, plaque, featured publication, etc.
 - Funds: State source of funds, assurance of fund continuity.
 - Nominee Solicitation: Detail plans and procedures used to solicit nominees. If other bodies are involved, explain how they are involved.
 - Award Committee: Identify membership, term of service, procedures for selection of members, responsibilities, etc. Indicate how IEEE-USA will exercise influence and control if other bodies are involved.
 - Schedule: State schedule for submission of nominees, applications, committee meetings, approval meetings, notification of recipient, annual or periodic award, etc.
 - Selection: Outline the proposed selection process (e.g., scoring, voting and other procedures). State all the factors to be considered.
 - Presentation: State preferred location and schedule for award presentation. Indicate if the recipient has a preference of location and time.
 - Publicity: Publicity as may be appropriate and available. For example, IEEE publications, feature publication or the local paper.

<p>SECTION 10 – IEEE-USA POSITION STATEMENTS, TESTIMONY, AND AMICUS CURIAE BRIEFS BEFORE US GOVERNMENT BODIES</p>
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10.1 OBJECTIVES

All IEEE-USA public policy activities and communications will be conducted in compliance with IEEE policies regarding external communications on public policy matters (per IEEE Policy 15 – External Communications on Public Policy) and delegated authorities regarding amicus briefs (per IEEE Policy 7.9 – IEEE Amicus Policy).

The IEEE-USA recognizes the need for public statements on topics within the scope and purposes of IEEE-USA. Such statements and papers can provide timely information to the public, media, public agencies, US government and IEEE's US members.

Such statements and papers can be developed and used primarily by IEEE-USA under the title of "IEEE-USA Position Statement."

Individual US IEEE members are encouraged to participate actively in the discussion of such issues and are, of course, free to express their personal views, clearly identified as such, in any appropriate public forum. When presenting views publicly that purport to represent specific segments of the IEEE or the IEEE as a whole, the procedures outlined in this section should be followed to obtain approved positions upon which such views can be based.

Position Statements developed for IEEE-USA adoption should also satisfy the review criteria adopted by the IEEE Global Policy Caucus (per IEEE Policy 15.6 – Criteria for Review by the IEEE Global Policy Caucus).

These procedures establish a framework that will enhance and support the objectives of the IEEE by allowing expression of views that represent, on a case-by-case basis, as large a fraction of the membership as possible. It is not intended to preclude expression of opposing or differing views by IEEE organizational units. However, recognizing that IEEE objectives are best pursued when concerted, consensus positions can be articulated. IEEE-USA Organizational units are encouraged to seek common ground for expression of their views by submitting proposed organizational unit position statements for approval at the IEEE-USA Board of Directors level.

In the special case of formal testimony and amicus curiae ("friend of the court") legal briefs presented to government bodies, it is the policy of the IEEE to speak with a single voice, since conflicting or opposing views delivered on behalf of different IEEE organizational units can be harmful to the image of the IEEE and confusing to the recipients of such statements. Therefore, in the case of testimony before a US branch of government, these procedures are intended to establish central coordinating points for clearance of the statements and a method for reacting quickly in order to respond to government needs on a timely basis.

When resolution of possible conflicting views cannot be obtained, it should normally be the practice for an IEEE organizational unit to decline to deliver testimony rather than have divergent or contradictory views presented.

Where it is apparent that a significant number of members hold a minority, but deeply felt, view on an issue, this fact should be recognized and taken into account in developing positions or testimony. The determination of "significant number" and "deeply felt" in such cases is not quantified in this Operations Manual.

10.2 DEFINITION OF TERMS

- a) IEEE-USA Position Statement: A document issued in the name of IEEE-USA that makes US public policy recommendations on a specific topic, and that was developed and approved in accordance with the guidelines outlined in Sections 10.3-10.4 below.
- b) IEEE-USA White Paper: A document issued as an IEEE-USA communication that provides information on US public policy issue(s) or policy options, but which refrains from making policy recommendations or stating a position of the IEEE-USA.
- c) Amicus Curiae Brief: A “friend of the court” brief submitted to a state or federal court to provide information beneficial to the court’s review of a pending legal dispute.

10.3 AUTHORITY TO RELEASE IEEE-USA POSITION STATEMENTS

- a) A Position Statement may be proposed by any IEEE-USA or IEEE organizational unit for issuance as an IEEE-USA position statement provided that the subject of the statement falls within the purposes and scope of the IEEE-USA as set forth in the IEEE Constitution, IEEE Bylaws, IEEE Policies and the IEEE-USA Operations Manual.
- b) An IEEE-USA Position Statement may be issued when it has been approved by a majority vote of the IEEE-USA Board of Directors and after favorable review by the IEEE Global Public Policy Committee under the criteria of IEEE Policy 15.
- c) The IEEE-USA President may authorize early release of a position statement that has been recommended by the originating unit, endorsed by the reviewing council or responsible Vice President, and that is pending approval by the IEEE-USA Board of Directors, subject to the following guidelines:
 - Early release is necessary in order to provide a government official or legislative body with timely input on an issue of importance to IEEE-USA;
 - The position statement is identified as a statement of the originating unit (and not as an IEEE-USA position statement);
 - The position statement is subject to final approval by the IEEE-USA Board of Directors and must be withdrawn if it does not subsequently receive that approval;
 - Consistent with IEEE Policy 15.5C (Policy Communications by IEEE and its Organizational Units), the requirement that IEEE-USA’s public policy communications be based on a previously approved Position Statement(s) may be waived in exceptional circumstances by the IEEE President or the Chair of the IEEE Global Policy Caucus (GPC), or by the IEEE-USA President or designee, upon good justification and prior review of the proposed communication and with notice to the IEEE President and GPC Chair.

- d) Where the subject matter of the position statement falls within an area of interest also assigned to another IEEE organizational unit (e.g., standards, education), then that unit will be invited to review and endorse the position as a joint statement.
- e) Prior to presentation to the IEEE-USA Board of Directors, each draft position statement shall be subject to a communications review to ensure compliance with IEEE-USA editorial guidelines and practices.
- f) When presenting a position statement for endorsement by the IEEE-USA OpCom or approval by the IEEE-USA Board of Directors, the statement should be accompanied by a cover memorandum that includes:
 - The name of the position statement;
 - The action requested (endorsement or approval);
 - the names of units or organizations that have reviewed and endorsed the draft (including the communications review);
 - the intended use and proposed distribution of the statement;
 - information on any related IEEE-USA positions;
 - a brief statement of rationale in support of the action requested;
 - a listing of IEEE OU referrals or liaisons who participated in the development or review of the statement or any other peer reviewers;
 - a summary of any dissenting/alternative views and;
 - other relevant background information deemed helpful for review.

A standard memorandum format will be provided for this purpose.

- g) Copies of approved IEEE-USA position statements will be published on the IEEE-USA web site and provided to IEEE Corporate Activities for archival purposes, in addition to the approved distribution.

10.4 CONTENT OF IEEE-USA POSITION STATEMENTS

In addition to addressing topics consistent with IEEE-USA's objectives and purposes, IEEE-USA position statements should also satisfy the following content guidelines:

- Position Statements should be politically relevant, be based on accurate technical information, and must present specific policy recommendations that are clear, concise, persuasive, and supported by relevant background information.
- Position statements should reflect the views of IEEE US members as discerned through appropriate mechanisms including opinion surveys. While it is not expected that every member would support every position, it is important that IEEE-USA positions reflect views supported by a significant majority of the IEEE US membership with knowledge of the issue. Where there is no reasonable consensus of opinion among US members, IEEE-USA should refrain from taking a position on

the issue or should expand the position to incorporate alternative or dissenting viewpoints.

- Technology policy-related position statements should be consistent with existing Technical Information Statements (TIS) developed by IEEE technical units. The authors of relevant TIS statements should be invited to participate in drafting of any related IEEE-USA position statements.

10.5 FORMAT OF IEEE-USA POSITION STATEMENTS

- IEEE-USA position statements will be published on special letterhead prepared for the purpose of identifying the document as an IEEE-USA position statement.
- The heading of the position statement will include a title (in prominent text), the name of the approving unit, and the date of approval.
- IEEE-USA staff will develop and follow consistent guidelines for formatting and production of position statements, including preferred type font, type size, margins, headings, page numbers, endnotes, etc.
- Generally, position statements should be limited to no more than one page in length, with recommendations prominently featured at the front (top) of the statement. Additional rationales, explanations, and supporting materials should be provided where appropriate and can be appended to (and become part of the statement) as a "Background" section. Where circumstances dictate a statement longer than one page, then an executive summary containing the key recommendations should be provided.
- Each position statement shall contain the following disclaimer at the close of the formal statement (and before any background or attached materials): "This statement was developed by the IEEE-USA (NAME OF COMMITTEE OR UNIT) and represents the considered judgment of a group of US IEEE members with expertise in the subject field. IEEE-USA advances the public good and promotes the careers and public policy interests of the (*nearly/ more than*) (*CURRENT MEMBER#*) engineers, scientists and allied professionals who are US members of the IEEE. The positions taken by IEEE-USA do not necessarily reflect the views of IEEE or its other organizational units."

10.6 PERIODIC REVIEW AND SUN-SETTING OF IEEE-USA POSITION STATEMENTS

All Position Statements shall be reviewed by the issuing organizational unit for current applicability annually consistent with IEEE Policy 15.9 (Annual Review and Expiration). Reviews may result in recommendations to extend, revise or withdraw the statement. Position Statements will automatically be withdrawn after three years unless a recommendation for extension or revision is currently pending before the IEEE-USA Operating Committee or Board of Directors.

As part of the approval process and in order to ensure the continued relevancy of IEEE-USA position statements, an expiration date or condition may be affixed to a position statement, so that it is automatically withdrawn on that date or by occurrence of that condition. For example, a position statement endorsing a specific piece of legislation can be approved to expire upon passage of the legislation or at the end of the current Congressional session. Expiration conditions should be specified in the motion presented for Board or Operating Committee approval.

10.7 TESTIMONY AND AMICUS CURIAE BRIEFS BEFORE GOVERNMENT BODIES

When issues of interest to the IEEE-USA are considered by government bodies, the concerned IEEE-USA committees whose charters encompass the issues are encouraged to develop formal testimony subject to the following guidelines:

- **Basis of Testimony:** When an IEEE-USA Position Paper is available on the issue, this document should form the basis for such testimony. When such a position has not been previously developed, the person(s) preparing the testimony should derive material for the testimony from concerned organizational units within the IEEE as much as possible. Any existing IEEE-USA Position Statements shall be considered in the preparation of the testimony. Such testimony should be sponsored by the Committee, Task Force, or Society responsible for the matters covered, if such exists. The proposed testimony should clearly identify the committee or organizational unit whose position the testimony represents.
- **Approval of Testimony:** For testimony before United States Government bodies, the copy must be reviewed and approved by the IEEE-USA President (or his/her IEEE-USA Board of Directors member designate) and one IEEE-USA vice president, selected on the basis of the relevance of his/her background or current responsibility to the issues being considered. If the testimony involves matters specifically within the purview of MGA, TAB, PUB, EAB or Standards, the testimony shall also be subject to review and approval by the Chairman of the appropriate Board or, at his/her direction, other members of the Board, whose scopes covers the technical areas involved. In the event the IEEE-USA President shall fail to approve a testimony, the said testimony with the IEEE-USA President's written comments shall be referred to an Ad Hoc Committee, composed of an equal number of volunteers appointed from IEEE-USA OpCom and the management body of the organizational unit preparing that testimony for a telephone conference, discussion and resolution of the matter in a speedy manner. The IEEE-USA Office will keep a record of all testimony, written and oral, that is submitted to United States Government bodies.
- **Amicus Curiae Briefs:** For submission of amicus curiae briefs to the judicial branch of government the IEEE-USA Board of Directors empowers and directs the IEEE-USA President, with the concurrence of two-thirds of the members of the IEEE-USA Board of Directors present and voting at a regular or special meeting to decide whether such a statement shall be filed in any specific instance. Such statements

shall be forwarded for the information of the IEEE-USA Board of Directors immediately after submission to the appropriate court or its representative.

- Government Interactions by Other IEEE Major Boards: None of the procedures required in paragraphs above shall be interpreted to be required for the normal private working interactions between TAB bodies and related government groups on purely technical matters or similar interactions between bodies of the SA and related government groups on the development of standards.
- State/Local Testimony by IEEE US Organizational units: For testimony before government bodies, other than the US government, the highest-ranking volunteer (or his/her designate) for the geographic organizational unit encompassing that government's jurisdiction, along with one other volunteer officer from that geographic organizational unit, should review and approve the testimony. If the testimony involves a field of technology, then an additional IEEE volunteer who shall be a designated representative of that field of technology, shall review the testimony for its technical content. Such technical representation shall be designated by the Vice President-Technical Activities.

10.8 COORDINATION OF IEEE CONTACTS WITH US GOVERNMENTAL ENTITIES

All statements or communications by any IEEE organizational unit with a US federal, state, or local government entity concerning a legislative or regulatory matter must be coordinated with the IEEE-USA prior to delivery.

This includes communication of position statements, testimony, statements for the record of public hearings, regulatory comments, amicus curiae briefs, letters, and phone calls to government officials, etc. The purpose of this requirement, as approved by the IEEE Board of Directors, is to protect IEEE's non-profit status by ensuring that complete and accurate information is available for mandated congressional disclosure reports and Internal Revenue Service tax filings in the United States of America.

The nature of the required coordination varies according to the circumstances, as follows:

- Communications concerning the professional interests of the IEEE US membership, especially if they involve legislative or regulatory matters, should be forwarded to IEEE-USA for review and endorsement of the IEEE-USA President prior to submission.
- Communications relating to technical, or standards matters which fall within the scope of other IEEE organizational units may be undertaken at the discretion of that organizational unit, as long as IEEE-USA is notified of the communication and provided information sufficient to make any necessary disclosure/tax reports.
- In the case of communications by IEEE-USA that relate to the professional interests of IEEE's US members and that also touch upon technical or standards issues,

IEEE-USA will coordinate and seek the endorsement of the cognizant IEEE organizational unit through its chief officer before undertaking the communication.

- Routine matters such as contacts concerning the administration of government grants or solicitation of information from government sources, do not pose issues regarding lobbying disclosure and need not be coordinated with IEEE-USA, as long as the communication does not involve advocacy on a question of public policy or an attempt to influence a legislative or regulatory matter.

Requests for coordination and notifications of communications with government officials should be directed to the IEEE-USA President in care of the IEEE-USA Washington office.

Notifications of communications made with government officials should include sufficient information to meet congressional and IRS reporting requirements.

Generally, a copy of the communication, identification of the recipient(s), and a good faith estimate of the cost of developing and delivering the communication (including staff and overhead expenses) is sufficient.

IEEE-USA shall assume responsibility for filing congressional lobbying disclosure reports as required under the Lobbying Disclosure Act of 1995, as amended (2 U.S.C. Sec. 1601 et. Seq.) and for providing timely input on lobbying expenditures to the IEEE Manager of Tax Compliance for use in preparation of IEEE's annual tax filings.

All IEEE organizational units who have obtained federal grants for support of programs, conferences or other activities are urged to provide timely information to the IEEE Manager of Grant Administration. Up to date listings of IEEE grants from federal sources must be disclosed in IEEE-USA testimonies presented to the US House of Representatives consistent with congressional rules.

10.9 IEEE-USA PUBLIC POLICY WHITEPAPERS

- a. **Authority to Release:** A public policy whitepaper may be proposed by any IEEE-USA organizational unit for issuance as an IEEE-USA whitepaper subject to the content guidelines. The whitepaper must be approved by the entity or unit responsible for initiating the whitepaper and by the Vice President with responsibility for that entity or unit, subjected to an IEEE-USA communications review, and cleared for release by the IEEE-USA President. The IEEE-USA President may appoint outside reviewers or present the whitepaper for endorsement by the IEEE-USA OpCom or Board of Directors.
- b. **Submission for Approval:** When presented for communications review and Presidential approval to release, the proposed whitepaper should be accompanied by a cover memorandum that provides its name, dates of relevant reviews and approvals, the

purpose of the whitepaper, and the proposed distribution. A standard memorandum format will be provided for this purpose.

- c. Content Guidelines: A policy whitepaper should provide technically sound and balanced information on a US public policy issue(s) and may identify relevant public policy options. The subject of the statement must fall within the purposes and scope of the IEEE-USA as set forth in the IEEE Constitution, IEEE Bylaws, IEEE Policies and the IEEE-USA Operations Manual. A policy whitepaper must refrain from making policy endorsements, endorsing specific legislation or regulatory proposals, or stating a position of the IEEE-USA. To ensure balance, all members of the originating entity have the right to submit a personal statement of supporting or dissenting views for inclusion in the final approved whitepaper. These statements will be incorporated into the document as appendices.
- d. Format Guidelines: To ensure consistency of appearance, IEEE-USA staff will develop and follow consistent guidelines for production of IEEE-USA whitepapers, including document layout, preferred type font, type size, margins, headings, page numbers, endnotes, etc.
- e. Mandatory Disclaimer: Each IEEE-USA policy whitepaper shall contain the following disclaimer, which must appear on the first page or inside cover of the document along with a listing of the individuals comprising the originating entity and their affiliations: "This whitepaper was developed by the IEEE-USA's (name of originating entity) and represents the considered judgment of a group of US IEEE members with expertise in the subject field. Whitepapers are designed to provide balanced information on public policy issues in technology-related areas or affecting the interests of technical professionals. This document does not constitute a formal position statement of the IEEE-USA and its contents do not necessarily reflect the views of IEEE-USA, IEEE or other IEEE organizational units. IEEE-USA has issued this whitepaper to enhance knowledge and promote discussion of the issues addressed. IEEE-USA advances the public good and promotes the careers and public policy interests of the (nearly/more than) (CURRENT MEMBER #) engineers, scientists and allied professionals who are US members of the IEEE."
- f. Dissemination: IEEE-USA whitepapers may be disseminated through the same mechanisms used for distribution of IEEE-USA position statements, testimonies, amicus curiae briefs and other policy communications, including posting on the IEEE-USA website.
- g. Review and Sun-setting: All policy whitepapers shall be reviewed by the issuing entity or organizational unit for current applicability annually. Reviews may result in

recommendations to extend, revise or withdraw the whitepaper. Whitepapers will automatically be withdrawn after three years unless extended.

SECTION 11 – IEEE-USA INVOLVEMENT IN GOVERNMENT APPOINTMENTS

11.1 IEEE-USA Nominations

IEEE-USA may nominate qualified IEEE members or non-members for appointment to a government position at the federal or state level in response to a public request for nominations. All nominations should be reviewed through the Government Relations Council who will offer a recommendation to the IEEE-USA Board of Directors regarding the candidate(s) and their qualifications for the position. IEEE-USA nominations must be approved by the IEEE-USA Board of Directors.

In reviewing candidates proposed for nomination by IEEE-USA, the Government Relations Council and the IEEE-USA Board of Directors should take into consideration the following criteria:

- Political qualifications (e.g., support for the S&T policies of the present administration, campaign service, party affiliation where relevant, etc.);
- Technical qualifications relevant to the appointive position sought;
- Strong program/budget/personnel management qualifications;
- The stated requirements of the position (e.g., citizenship status, security clearance, etc.);
- Diversity;
- Candidates expressed interest in a specific position (as opposed to a general, or undefined interest in being appointed); and
- Evidence of support for legislative confirmation.

11.2 IEEE-USA Confirmation Endorsements

IEEE-USA may communicate its support for the legislative confirmation of qualified candidates nominated by the US President or comparable state executive authority for public office or service on public advisory boards and committees through the normal process for policy communications.

SECTION 12 – PUBLICATION AND COMMUNICATION POLICES

12.1 OBJECTIVES OF IEEE-USA PUBLICATIONS

Publications play a major role in implementing the purpose of the IEEE: furthering the aims of the IEEE in advancing the theory and practice of electrical and electronics engineering and related arts and sciences; enhancing the professional standing of its members; and promoting the constructive utilization of technology for the public welfare.

The objectives of IEEE-USA publications include:

- Enhancing communication among members and between IEEE-USA and its members;
- Promoting IEEE-USA, its activities, products and services;
- Educating the members on public policy issues of importance to their careers, workforce issues and trends, and skills to increase their career longevity and employability;
- Providing archival publications of lasting value to the members and the profession; and
- Developing and using new media and processes for information exchange.

12.2 ADHERENCE TO IEEE PUBLICATION POLICIES

All IEEE-USA publications must adhere to IEEE Policy 6 (Published Products and Services) including associated guidelines for use of copyrighted materials and logos and with respect to advertising. Advertising is permitted in all IEEE-USA publications subject to IEEE policies related to commercial use of mailing lists (per IEEE Policy 14.5) and acceptance of paid political advertising or electioneering (per IEEE Policy 13.3F). IEEE-USA will only accept advertising of products and services deemed appropriate for and of interest to IEEE US members.

12.3 IEEE-USA INSIGHT

IEEE-USA INSIGHT is an online publication and associated email newsletter provided as a benefit to IEEE US members that serves as IEEE-USA's "flagship" publication. INSIGHT's purpose is to provide timely IEEE-USA news and notices and useful information on topics related to career, professional development and public policy topics of interest to IEEE US members. INSIGHT is published by a staff editor-in-chief under the general oversight of the IEEE-USA Communications Committee and IEEE-USA Vice President Communications & Public Awareness and publishes both paid and member-generated content.

12.4 IEEE-USA eBooks

The IEEE-USA eBook program consists of publishing peer-reviewed titles in a digital format on topics within IEEE-USA's scope of interest, including but not limited to careers (e.g., career guidance, development and transitions, employment assistance), management and related non-technical personal skills (e.g., communications, teamwork, project management), innovation, consulting, entrepreneurship, public policy and other topics of interest to IEEE-USA's constituencies. As a general policy, IEEE-USA will not publish eBooks on standards, unless in partnership with the IEEE Standards Association, or on topics of a purely technical nature, which are better suited to publication in IEEE transactions and proceedings.

The IEEE-USA eBook program operates under the direction and oversight of the IEEE-USA Communications Committee, which shall maintain a standing subcommittee for that purpose.

The decision to publish a particular eBook may be made by the Chair of the eBook Subcommittee, based on a favorable recommendation by the peer review panel and subject to review by the full Subcommittee. The IEEE-USA President and the IEEE-USA Vice President - Communications & Public Awareness shall have an opportunity to review each eBook prior to publication and may place a hold on release pending a final determination by the IEEE-USA Board of Directors. In the case of a public policy topic, the IEEE-USA Vice President-Government Relations, shall also be provided an opportunity to review the eBook, and may place a hold on release pending a final determination of the IEEE-USA Board of Directors that the release would not be detrimental to the public policy interests of the IEEE or IEEE-USA.

The IEEE-USA Communications Committee and the eBook Subcommittee shall annually review IEEE-USA's current eBook catalog to determine that all titles are still accurate, timely and useful. An IEEE-USA eBook may be withdrawn from circulation by affirmative decision of the IEEE-USA Communications Committee, the eBook Subcommittee, or by direction of the IEEE-USA Board of Directors.

Peer review panels should be composed of at least three reviewers chosen for their objectivity and knowledge of the subject matter area. IEEE members should comprise a majority of each review panel formed. In forming a panel to peer review proposed titles on public policy topics, at least one peer reviewer shall be recruited on recommendation of the current Chair of each IEEE-USA public policy committee with subject matter jurisdiction over the area of public policy in question, or from the Vice President, Government Relations, for issues that span multiple committees or for which no IEEE-USA committee has a clear charter.

As a general policy, all IEEE-USA eBooks should prominently display a standard disclaimer that the contents reflect the views of the author, and not necessarily those of the IEEE, IEEE-USA, or other IEEE organizational units.

The IEEE-USA eBook program will adhere to all applicable policies and guidelines regarding electronic publishing, use of logos, etc., including those set forward in the IEEE Policies and PSPB Operations Manual.

Disputes (including claims of plagiarism or abuse of editorial process) shall be resolved using the mechanisms provided in section 15.4 and 15.5 of this document.

All other guidelines, practices, and standard conventions for administration of the IEEE-USA eBook program shall be adopted by the IEEE-USA Communications Committee and collected in an “IEEE-USA eBook Publishing Manual.”

12.5 CONFERENCE PUBLICATIONS

Papers presented at IEEE-USA meetings, workshops, or conferences may be published in IEEE-USA Conference Records or Proceedings consistent with the requirements of IEEE Policy 10.1 (Conferences). All papers to be published in an IEEE-USA conference record or proceeding should be subject to both a peer review and editorial review to ensure the content is accurate and appropriate and that its presentation is effective and meets specified editorial guidelines.

12.6 PROCEDURES FOR NEW PUBLICATIONS

The following procedures are provided as guidelines for the creation of new publications: and apply to all formal publications designed to disseminate technical, professional, or news material including email newsletters and online publications. Excepted from these approval procedures are conference publications, content created for the IEEE-USA and associated websites, and internal communications created for IEEE-USA committee members:

- a) Procedure Intent: The intent of this procedure is to coordinate publishing activities throughout IEEE-USA, assure high standards of IEEE-USA publications, avoid duplication, and assure that arrangements made with non-IEEE organizational units are in accordance with IEEE policy.
- b) Publication Plan: A proposed plan for any new publication shall be sent to the Communications Committee and Communications Department staff for review and endorsement. This plan shall include:
 - Description of the publication, including frequency of publication, pages per issue, number of copies to be printed, method of dissemination, and target audience;
 - Discussion justifying the topic of the publication to be within the sponsoring organizational units’ scope and of sufficient interest to the target audience. For

periodical publications, show the number of potential papers or topics and audience interest is large enough to ensure a viable new publication with a long-term potential;

- Definition of editorial management process and structure and, if possible, name of editor and other significant staff; and
- Financial plan and estimate of support from sponsoring organizational unit's staff and IEEE-USA Communications Department.

The IEEE-USA Communications Committee or Communications Department will review and comment on the proposed plan. If, for any reason, they deem that the proposed publication is duplicative or otherwise not in accordance with the overall communications goals of IEEE-USA, they will work with the sponsoring organizational unit to revise and improve the plan or recommend to the appropriate IEEE-USA vice-president or to the IEEE-USA Board of Directors that the publication effort not proceed.

12.7 ACCESS TO IEEE-USA PRODUCTS AND SERVICES ON THE INTERNET

Access to IEEE-USA products and services via the Internet should be restricted whenever appropriate to maximize the value of IEEE US membership. Access restrictions should be adopted consistent with the following general guidelines:

- Products and services that are targeted at external audiences consistent with IEEE's not-for-profit obligations to benefit the public and advance science and education should be made freely accessible.
- Access to products or services that are prepared for delivery via the Internet exclusively for the benefit of IEEE US members should be restricted to US member only access.
- Access to all other products and services that are prepared for delivery via the Internet to both IEEE and non-IEEE members should be offered to IEEE members at a discount or with some similar benefit or enhanced service that increases the value to IEEE members. Otherwise, products and services offered in other mediums for sale at a price intended to generate a surplus should not be provided for free or excerpted on the Internet in such a way as to diminish their value.
- Access to information on the Internet related to the planning, internal business, and meetings of the IEEE-USA Board of Directors and other volunteer organizational units should be restricted in accordance with IEEE Information Disclosure Policy (per IEEE Policy 9.25); and
- Information that is of a confidential or private nature should not be available via the Internet except to those individuals authorized to receive that information.

12.8 COMMUNICATION OF PROFESSIONAL ISSUES OUTSIDE OF IEEE-USA

IEEE-USA serves as an information resource to US government bodies, to the news media, to other professional societies, to public interest groups, and to the public-at-large. IEEE-

USA coordinates the release of news, publications, new media presentations, official positions, and testimony before government bodies. Wide dissemination of such information, which is accomplished through established review procedures, is designed to inform and influence decision-making on public policy and to increase public awareness of issues of concern to IEEE US members.

- a) **Members Contacting Groups Outside IEEE-USA:** In order to avoid public confusion, distinctions shall be made as to what constitutes an official position of the IEEE-USA and what may be an individual experience or viewpoint. IEEE members confronted with inquiries about IEEE-USA matters from government bodies, the news media, other professional societies or public interest groups, should contact the IEEE-USA Office for assistance in responding. Accurate and timely information on positions, testimony, publications, and other activities can be obtained.
- b) **Members Contact with Media:** All media inquiries involving current legal proceedings or having the potential for legal action or concerning issues that are potentially threatening to IEEE-USA's reputation, are to be referred to the Communications staff. If specifically asked to comment, a member may do so as long as they clearly state that their comments reflect their personal opinion and are not necessarily the official position of IEEE-USA or the IEEE.

SECTION 13 – IEEE-USA CONFERENCES

13.1 PURPOSES

IEEE-USA and its organizational units may organize or participate in organizing conferences, workshops and symposia for purposes consistent with IEEE-USA's mission and objectives.

13.2 APPLICABILITY OF IEEE CONFERENCES POLICIES AND PROCESSES

IEEE-USA and its operating units shall follow all applicable IEEE conference policies and procedures (e.g., IEEE Policy 10 Meetings, Conferences, Symposia and Expositions) in initiating and administering conferences.

13.3 PLANNING, GENERALLY

All IEEE-USA conferences, workshops or similar meetings should have a designated conference chair and steering committee responsible for planning and executing the conference. Planning efforts should include development of the program, event budget and associated plans needed to enable an informed review and approval by the responsible volunteer officer(s). Planning should include provisions for capturing and distributing any intellectual property arising from the meeting.

When organizing a conference, IEEE-USA will notify the Section/Region in which the conference will be hosted and explore opportunities for co-sponsorship if consistent with the nature of the conference or workshop.

When partnering with another organization or IEEE OU to establish a new conference that will be repeated in the future, a memorandum of understanding between IEEE-USA and the co-sponsoring OU(s) shall be negotiated specifying IEEE-USA's rights and options regarding ownership interests in future iterations of the conference.

13.4 REQUIREMENT OF BOARD APPROVAL

Conferences, workshops, or similar meetings in which the proposed budget or financial risk to IEEE-USA is \$25,000 or greater are subject to review and approval by the IEEE-USA Board of Directors. Proposals for Board approval of sponsored, co-sponsored, or technically co-sponsored conferences shall indicate compliance with IEEE Policy 10 Meetings, Conferences, Symposia and Expositions and include the following information:

- Purpose of the conference
- Nature of IEEE-USA's participation, including MOUs with any partner organizations
- Organizational plan, including committee(s), chair(s), timeline, etc.
- Program or program development plan
- Marketing and promotion plan
- Venue
- Budget
- Nature, ownership, and distribution of any intellectual property arising from the conference

When partnering with another organization or IEEE OU to establish a new conference that will be repeated in the future, a memorandum of understanding between IEEE-USA and the co-sponsoring OU(s) shall be negotiated specifying IEEE-USA's rights and options regarding ownership interests in future iterations of the conference.

Board approval of each annual conference held as part of an ongoing conference series organized under a Board-approved memorandum of understanding is not required. In those cases, the Conference Committee shall provide timely reports of plans and outcomes of the annual conferences to facilitate normal Board review and exercise of options provided in the multi-year memorandum of understanding.

IEEE-USA will not organize, or participate in the organization of, conferences held outside of the United States without prior approval of the IEEE-USA Board of Directors.

13.5 SPONSORSHIP

IEEE-USA may sponsor, co-sponsor, or technically co-sponsor, or provide grants to, other conferences, including workshops, symposia, and similar meetings, that serve to advance its mission and purposes and the interests of US IEEE members. Suitable partners in conference organization include other IEEE entities, other not-for-profit organizations (including science or engineering societies, academic organizations, and advocacy organizations), and government agencies. Conference partnerships with for-profit organizations are not permitted, though such organizations may provide donations in support of the IEEE-USA conferences. IEEE-USA will only partner with organizations that are reputable and whose participation would help advance the purposes of the conference and IEEE-USA.

In all cases, the conference topics or subject matter shall be clearly defined and be consistent with IEEE's status as a 501(c)(3) non-profit association.

Conference co-sponsorship is regarded as shared management. In all conferences in which IEEE-USA is a Co-Sponsor or Technical Co-Sponsor, each Co-Sponsor and Technical Co-Sponsor shall have one or more representatives on the management or program committees (as appropriate to the organizational structure) and all Co-Sponsor or Technical Co-Sponsor representatives shall be expected to actively participate.

Financial support of conferences in which IEEE-USA is a Sponsor or Co-Sponsor, by other IEEE or reputable non-IEEE organizations, is welcome and shall be acknowledged using terms such as "financial support" or "a grant."

13.6 TYPES OF IEEE-USA CONFERENCES

For purposes of this policy, IEEE-USA conferences are divided into four types: IEEE-USA policy conferences, workshops, and seminars (13.6a), IEEE-USA-sponsored technical conferences (13.6b), IEEE-USA professional development seminars and career-related workshops (13.6c), and IEEE-USA hybrid conferences (13.6d), with relevant policies specified in the designated sections.

- a) Policy Conferences: IEEE-USA may sponsor, co-sponsor, or technically co-sponsor, or provide grants to, conferences, workshops and similar meetings designed to develop IEEE-USA policy positions, educate members or engage policymakers and the public on those public policy issues of interest to US IEEE members.

Proposals for policy conferences will normally originate within the IEEE-USA Government Relations Council or its government relations committees, and require the

approval of the Vice President, Government Relations and the consent of the IEEE-USA President.

- b) Technology Conferences: IEEE-USA may sponsor, co-sponsor, or technically co-sponsor, or provide grants to, conferences, workshops and similar meetings that address specific areas of technology, when the conference engagement will advance the mission and purposes of IEEE-USA. Examples include, but are not limited to, conferences that:
- Provide a venue for engaging public officials and opinion leaders on technology policy-related issues.
 - Include a public policy or societal implications component in the call for papers or in the program.
 - Serve to advance technologies deemed important to US economic competitiveness or security, especially new and emerging technologies.
 - Provide an opportunity to raise awareness and engage IEEE's technical communities with the public policy and societal implications of their technologies or discipline, or include a workforce-related or employment assistance component of prospective benefit to IEEE members.

IEEE-USA will typically organize technology conferences in partnership with one or more IEEE Societies, Councils, Committees, Regions or Sections and will avoid sponsoring new technical conferences on topics that directly compete with established IEEE technical conferences.

Proposals to initiate IEEE-USA sponsored technology conferences will normally originate within the IEEE-USA Conference Committee or Government Relations Council and its committees and may require approval by the IEEE-USA Board of Directors per IEEE-USA Policy 13.4. Proposals regarding technology conferences will normally originate within the IEEE-USA Emerging Technology Directions Committee or committees of IEEE-USA's Government Relations Council and are subject to review and approval by the IEEE-USA Vice President, Government Relations, and the consent of the IEEE-USA President.

- c) Career and Professional Conferences: IEEE-USA may sponsor, co-sponsor, or technically co-sponsor, or provide grants to conferences, workshops and similar meetings related to career and skills enhancement, employment assistance, professional development and other workforce-related topics.

Proposals regarding career and professional conferences will typically originate within IEEE-USA's Career & Member Service Committees and are subject to review and approval by the IEEE-USA Vice President, Career and Member Services with the consent of the IEEE-USA President.

IEEE-USA may also provide financial support for professional development seminars

and student professional awareness conferences and events organized at the Region, Section, Student Branch, Society or Chapter levels.

Professional Activities Seminars and similar meetings or events are normally initiated by IEEE US geographic units (Sections, Chapters, Student Branches, etc.) or by the IEEE-USA PACE Committee or the IEEE-USA Student Professional Activities Committee and are supported through the normal IEEE-USA budget process. Such meetings are subject to review by the IEEE-USA Vice President, Career & Member Services.

- d) Hybrid Conferences: IEEE-USA may sponsor, co-sponsor, technically co- sponsor, or provide grants to hybrid conferences, workshops and similar meetings whose content reflects policy, technical or career and professional content. In a hybrid conference, all interested IEEE-USA program areas shall be engaged in planning with one of the program areas designated as led by the IEEE-USA Board or President for purposes of budgeting, planning and management based on the relative weight of IEEE-USA program content.

SECTION 14 – VOLUNTEER ACTIVITIES

The following guidelines are provided to promote effective utilization of volunteer resources in support of IEEE-USA's mission and to help IEEE-USA volunteers understand their respective roles and responsibilities while serving in their volunteer capacities.

14.1 GUIDELINES FOR COMMITTEE/PROGRAM REVIEWS

The following guidelines are provided for conduct of IEEE-USA committee/program reviews:

- a) Frequency of Reviews: Reviews of committees, programs and activities may be undertaken at any time by direction of the IEEE-USA President or the Board of Directors
- b) Organization of Ad Hoc Review Committees: An ad hoc committee shall be created for purposes of conducting each designated review and shall be automatically dissolved upon presentation of its final report. The IEEE-USA President shall appoint a chair for each ad hoc review committee, provide a charge to the committee, and set a deadline for submission of the review committee's report. Normally, the review committee will be provided 90 days in which to complete its work. The review committee chair will then recruit two or more members to assist in conducting the review, subject to concurrence of the IEEE-USA President. Review Committee members should be generally familiar with the subject or organizational unit under review but should not be current members

of that organizational unit or have any involvement or interest that would compromise their ability to deliver a balanced review.

- c) **Review Committee Procedures:** An IEEE-USA staff member will be assigned to assist the review committee in collecting information and materials needed for the purpose of conducting the review. In addition to a review of the written record, the review committee may also elect to interview volunteers and staff of the organizational unit/program under review. The review committee should conduct its business to the greatest extent possible by phone, mail, and electronic means. A budget for travel and related expenses may be provided at the discretion of the IEEE-USA President. Reviews should not be so intensive as to interfere with the on- going operations of the organizational unit under review.
- d) **Elements of the Review:** In addition to any special charges assigned by the IEEE-USA President, each review committee is expected to evaluate and report on each of the following elements when conducting its review:
- **Strategic Alignment:** Does the organizational unit/program have a clearly stated mission and objectives that are compatible with the purposes and strategic plans of IEEE-USA? Does the charter need to be revised to address gaps or overlaps in committee objectives, or resolve issues related to the committee's organization and procedures (specify proposed amendments)?
 - **Annual Planning:** Does the organizational unit/program have in place an annual plan(s) setting specific goals, providing for allocation of resources and designating appropriate milestones and metrics to gauge success? Are the organizational unit/program's plans consistent with the committee's charter and the purposes and strategic plans of IEEE-USA?
 - **Performance:** How successful has the organizational unit/program been over the last three years in meeting its specified goals and objectives? Have the accomplishments cited by the organizational unit/program been of value and cost-effective? What goals/objectives have not been met and for what reasons? Is appropriate funding available and properly utilized? Is appropriate staff support available and properly utilized?
 - **Membership:** Does the organizational unit/program's membership possess the depth and breadth of knowledge, expertise, and experience necessary to achieve its mission and objectives? Is the membership reflective of the composition, viewpoints, and interests of the IEEE US membership? Does the organizational unit/program have an effective mechanism for recruiting new members? Does the organizational unit/program have an effective mechanism other than membership for soliciting input from IEEE US members and other interested IEEE organizational units.
 - **Interaction with Other Entities:** Does the organizational unit/program have reason to interact with other IEEE-USA, IEEE, or non-IEEE entities in the performance of its mission? How well has this been accomplished?

- Conclusions/Recommendations: Based on a cost-benefit analysis, should the organizational unit/program be continued (explain reasons for conclusion)? What steps can be taken to improve the effectiveness of the organizational unit under review?
- e) Review Report: The review committee shall present its findings and recommendations in a written report with an executive summary, along with relevant supporting material. The report should be submitted, if possible, in an electronic format and presented by the deadline specified in order to permit sufficient time for response by the reviewed organizational unit before presentation to the IEEE-USA BoD Board of Directors. Copies of the report should be presented to the IEEE-USA President, the chair of the organizational unit/program under review, and the chair of the IEEE-USA Long Range/Strategic Planning Committee.
- f) Response to the Review Report: An organizational unit under review will normally be allowed at least 30 days to develop a response to the review report. The response should either endorse or reject the findings and recommendations of the Review report with explanation and supporting material. The response may also provide information not available in the review report or make additional or alternative recommendations for consideration by the IEEE-USA Board of Directors. The response should be submitted, if possible, in an electronic format. Copies of the response should be presented to the IEEE-USA President, the chair of the organizational unit/program under review, and the chair of the IEEE-USA Strategic Planning Committee.
- g) Board of Directors Action on the Review Report: The review committee report and the reviewed organizational unit's response will be presented to the IEEE-USA Board of Directors along with any recommendations of the IEEE-USA Operating Committee or IEEE-USA Strategic Planning Committee. The IEEE-USA Board of Directors may elect to receive the report and assign it to a vice president or other officer for consideration of appropriate follow-up action. Alternatively, the Board may elect to take formal action on any of the recommendations made in the report or moved by a Board member in response to the report and its findings.
- h) Retention of Reports: The most recent review report (and response) for each organizational unit reviewed should be kept on file in the IEEE-USA offices for reference by subsequent review committees along with a record of any actions taken by the IEEE-USA Board of Directors in response to the report.

14.2 GUIDELINES FOR VOLUNTEER ACTIVITY IN IEEE-USA

- a) Introduction: The following guidelines are provided to help IEEE members better understand their roles and IEEE-USA's expectations when serving as volunteers for

IEEE-USA. They are also intended to encourage more effective utilization of volunteers, their skills and resources.

- b) General Role and Responsibilities of Volunteers: All volunteers are expected to do the following when accepting a volunteer assignment with IEEE-USA:
- Abide by the rules, policies and guidelines contained in IEEE-USA's governance documents (see Section 1.3) and adhere to the practices outlined in the IEEE Code of Ethics in all of their IEEE-USA activities;
 - Support the vision, mission and objectives of IEEE-USA as outlined in the IEEE-USA Operations Manual, Strategic Plan and the charter of the IEEE-USA organizational unit to which the individual is volunteering;
 - Be prepared to assist in the development and implementation of the organizational unit's products and services;
 - Participate constructively in all possible committee meetings and activities and advise the committee chair in advance if not able to participate;
 - Make the most efficient use possible of IEEE-USA resources;
 - Accurately communicate IEEE-USA's positions and information on IEEE-USA programs and activities; and
 - Help promote member awareness and support for IEEE-USA programs and activities.
- c) Conduct as an Officer or a Member of an IEEE-USA Board or Committee. Volunteers are expected to contribute to IEEE-USA activities in a co-operative and constructive manner, to ensure that the best possible use is made of the time available, given that Volunteers are usually able to offer IEEE-USA their time and effort very sparingly. Meetings should be strongly focused on the business laid out in the agreed agenda, and not be impeded by irrelevant interventions. The Chair has the prime responsibility for the conduct of the meeting, but the cooperation of all members present is also an important factor in ensuring that the business is conducted in a fair and harmonious manner. Committee members serve at the will of the officers invested with appointment authority for their position.

Committee members shall not communicate committee deliberations or documents deemed confidential by the committee pursuant to IEEE's Information Disclosure Policy (Policy 9.25), including any committee business conducted in closed or executive session, to non-committee members without prior approval. Unauthorized disclosure is grounds for suspension or removal from committee membership. Otherwise, committee members are free to publicly share information received from committee discussions regardless of the method of communication, without attribution. This provision does not restrict the inherent right of IEEE and IEEE-USA Board of

Directors members to access committee information consistent with their fiduciary and oversight responsibilities.

- d) **Conflict of Interest.** IEEE-USA volunteers are expected to adhere to IEEE's Conflict of Interest Policies (IEEE Bylaw I-300.2 and Policy 9.9). A broad definition of the concept of conflict of interest, beyond potential monetary advantage, relates to any situation where some kind of advantage or privilege is being sought through the exercise of authority granted to an office holder. Candidates nominated by the IEEE-USA N&A Committee must disclose: (a) any other offices held within IEEE, (b) any roles or relationships that puts them in a position of doing business with IEEE or for a competitor, and (c) any other possible source of conflict of interest as outlined in the IEEE Conflict of Interest Disclosure Statement.
- e) **Acceptance of the Obligations of Board or Committee Office.** The election or appointment of a volunteer to a Board or Committee implies that there is an expectation that that person shall be willing and able to attend the meetings of the Board or Committee and undertake assigned duties. Accepting a Board or Committee position also requires that the volunteer is adequately prepared for the meetings, that agenda papers are read beforehand, and any items from the previous meeting requiring action are properly followed up. Inability to perform these duties because of other commitments would be expected to result in resignation from the Board or Committee.
- f) **Transfer of Office.** An orderly and regular turnover of Board or Committee membership, including that of the officers, should be a routine feature of IEEE volunteerism. It ensures a healthy flow of new blood and invigorates all IEEE Organizational Units. Sections of this document define the terms of office for IEEE-USA volunteers and the procedures for their election or appointment. It is the responsibility of the IEEE-USA Chair and the IEEE-USA Operating Committee to ensure that these practices are followed. It is a duty of all IEEE-USA Officers and Committee Chairs to transfer all documents and other resources necessary for their successors to carry out their work effectively.
- g) **Representing IEEE-USA in Public/Private Forums:** Volunteers should not undertake to represent IEEE-USA to any public official, media contact, organization, or forum without first advising and obtaining concurrence from IEEE-USA Board of Directors. Statements for delivery to a public official or press representative should be cleared first through the volunteer's committee or organizational unit chair and responsible staff member, who are responsible for obtaining necessary approvals according to the IEEE-USA Bylaws and operating procedures. Media contacts should be coordinated by the IEEE-USA staff person(s) responsible for media relations, who will be responsible for obtaining necessary volunteer and staff approvals.

Approved statements made on behalf of IEEE-USA should be consistent with

approved IEEE-USA position statements, technical information statements, testimony or other expressed IEEE-USA statement or white paper, as well as with the IEEE Constitution, IEEE Bylaws, and IEEE-USA Operations Manual.

This guideline is not intended to restrict the ability of volunteers to speak as individuals on their own behalf (i.e., not as representatives of IEEE-USA) and to refer to IEEE-USA documents that are in the public domain. Volunteers speaking in an individual capacity should make clear that they are not representing IEEE-USA when referring to approved IEEE-USA positions or other materials.

14.3 TRAVEL AND EXPENSES

- a) **General Guidelines:** Normally committees do not reimburse travel or other expenses for volunteers unless such reimbursement is provided for in the committee charter or approved by the committee chair. In those instances where volunteer travel may be reimbursed, prior authorization of the committee chair is required. Volunteer travel authorization forms are available from the IEEE-USA office. Failure to obtain prior authorization may result in non-reimbursement of expenses.

IEEE-USA volunteers are expected to follow the policies and procedures outlined in the IEEE Operations Manual (Section FOM.6) and the Expense Reimbursement Guidelines for IEEE Volunteers.

Volunteers are strongly urged to help IEEE-USA limit volunteer travel expenditures by engaging in the following cost-saving practices:

- Using accommodations arranged or recommended by IEEE-USA.
- Claiming the IEEE meeting discount or other applicable discounted rate for lodging.
- Sharing taxis or using public or shuttle services for transportation.
- Taking advantage of IEEE-USA-arranged meals.
- Choosing moderately priced menu options for travel-related meals.

IEEE-USA will not normally reimburse the expenses of companions, dependents or other persons who accompany volunteers on IEEE-related business trips.

- b) **Volunteer Travel Review Policy:** IEEE-USA should ensure that volunteers are familiar with the IEEE and IEEE-USA travel policies. IEEE-USA staff will check expense reports for compliance with established policy. Expense reports that appear to contain

excessive travel costs shall be forwarded to the appropriate IEEE-USA Vice President who will discuss the report with the traveler and ensure appropriate resolution.

SECTION 15 – CONDUCT AND PROFESSIONALISM

IEEE members and non-members, carry out a very wide range of volunteer duties and responsibilities on behalf of IEEE and are required to familiarize themselves with IEEE policies, procedures, practices and expectations for conduct and professionalism.

15.1 ABIDING BY THE IEEE CODE OF ETHICS

The conduct of all IEEE members and non-members engaged in IEEE-USA activities should reflect the highest level of ethics and professionalism. The behavior of all those engaging in activities on behalf of the IEEE should reflect the best interests of IEEE members and other customers.

Each year, all IEEE members, through the membership renewal process, affirm their intention to abide by the IEEE Code of Ethics, per IEEE Policy 7.8. All participants in IEEE-USA activities are expected to abide by the IEEE Code of Ethics per IEEE Policy 7.8. Such obligation is communicated through the governing procedures for the relevant IEEE activity.

For the purpose of this policy “non-member” relates to those non-members of IEEE who are involved in IEEE activities and includes IEEE staff.

15.2 STANDARDS OF CONDUCT AND PROFESSIONALISM

Members and non-members are expected to treat each other with respect, consideration, and civility. Intimidating, demeaning, threatening behaviors, as well as destructive rumors or gossip, depart from the standard for civility and respect.

Members or non-members engaging in activities which are contrary to or in violation of the IEEE Code of Ethics, IEEE Code of Conduct, IEEE governing documents, IEEE Operations Manuals and other internal and external rules and regulations that affect the membership and activities of IEEE may be subject to discipline, up to and including expulsion from participation in IEEE activities or IEEE membership.

15.3 IEEE PROCESS FOR REPORTING MISCONDUCT COMPLAINTS

All members or non-members who believe they have been subjected to any behavior by any member or non-member that violates the above-mentioned policies and procedures should bring the matter to the attention of IEEE through the process described in IEEE Policy 7.10 (Procedures for Misconduct Complaints). Prompt reporting allows IEEE to review, assess, and take any necessary actions to address the complaint immediately.

Information on IEEE Policy 7.10 and the IEEE Ethics Reporting Line can be found at: <https://www.ieee.org/about/compliance.html> The IEEE Ethics Reporting Line can be accessed directly at: <http://www.ieee-ethics-reporting.org> or at +1 888 359 6323

15.4 IEEE-USA PUBLICATION DISPUTES

Handling of publication-misconduct complaints concerning IEEE-USA scholarly publications (including technical conference proceedings) shall follow the processes for IEEE publications specified in the PSPB Operations Manual. If the complaint concerns an IEEE-USA local publication (as defined by IEEE Policy 6.6 – IEEE Organizational Unit Publications) not of a scholarly, technical nature (e.g., IEEE-USA InSight), complaints shall be forwarded to the responsible editor (or if the complaint concerns the editor, it shall be forwarded to the Vice President of Communications acting in place of the editor). Editorial decisions may be appealed to the IEEE-USA President, who may make a final determination or refer the appeal to the IEEE-USA Board of Directors for final determination.

15.5 OTHER DISPUTE RESOLUTION PROCEDURES

- a) Disputes Involving Scholarly Publications: Information relative to handling of allegations of scholarly publication misconduct is available in Section 8 of the IEEE Publication Services & Products Board (PSPB) Operations Manual.
- b) Standards Disputes: Information relative to handling of disputes with respect to IEEE Standards Development is available in Section 6 of the IEEE Standards Association Operations Manual.
- c) Technical Conference Disputes: Information relative to handling of technical conference disputes can be found in IEEE Policy Section 10.1.3 (Inter-organizational Unit Roles & Responsibilities). Real-time behavioral misconduct should be reported to eventconduct@ieee.org.
- d) Technical Society/Council Disputes: Information relative to handling of disputes between IEEE societies or technical councils can be found in Section 2 of the IEEE Technical Activities Board Operations Manual.

SECTION 16 – COMMITTEE OPERATIONS

16.1 TYPES OF COMMITTEES

IEEE-USA employs two types of committees to support its program and governance operations:

- a) Standing Committees: The IEEE-USA Board of Directors may establish standing committees as necessary to perform the functions of IEEE-USA. Each standing committee of IEEE-USA shall have a charter that describes the committee, its

mission/objectives and its membership. Standing committees have an unlimited term and function until their charter is withdrawn.

- b) Ad hoc Committees may be established by the IEEE-USA President or by IEEE-USA Board of Directors to perform specific short-term tasks. Each ad hoc committee should receive an ad hoc charging statement that defines their membership, objectives, resources, deadlines and reporting requirements. Ad Hoc membership is not restricted to IEEE-USA Board members. Ad hoc Committees may be dissolved by action of the creator, automatically dissolve upon completion of their task(s) and final report, or at the end of the calendar year in which created, unless extended by the subsequent President or Board.

16.2 COMMITTEE MEMBERSHIP

Members of IEEE-USA standing committees must be IEEE US Member grade or higher in good standing in order to exercise voting privileges. Exceptions may be authorized by Board-approved charter or by the IEEE-USA President to provide the committee with access to important expertise or perspective that would otherwise not be available. The membership composition of each IEEE-USA standing committee or ad hoc is specified in its charter or charge. To ensure turnover, voting members generally serve a one-year term with eligibility for reappointment for no more than five years of consecutive service. IEEE-USA recognizes the following member classifications:

- a) Chair: Committee Chairs are appointed by the IEEE-USA President based on recommendations provided by the cognizant IEEE-USA Vice President. Chairs serve a one-year term and may be re-appointed for a second consecutive year. The Chair is responsible for conducting the volunteer business of the committee or activity, including setting the committee agenda, conducting committee meetings, and supervising the activities of the volunteer members in support of the committee's mission and objective. The chair is responsible for ensuring that the committee's budget and resources are used appropriately. Additional responsibilities may be outlined in the committee charter.
- b) Vice Chair: Committee chairs may appoint a vice chair from among the committee members with the consent of the responsible IEEE-USA President or Vice President. Vice Chairs serve a one-year term and may be re-appointed to two or more consecutive terms. The Vice Chair performs such duties as are assigned by the Chair

and shall assume the responsibilities of the Chair in the event of incapacity or resignation until a new Chair can be appointed.

- c) **At-Large Member:** At-Large Members are a type of regular member with full-voting privileges.
- d) **Liaison Member:** Liaison members are voting members appointed by another IEEE organizational unit to serve in a representative capacity as provided for in the committee charter.
- e) **Resource Member:** A resource member is a non-voting member of a committee recruited as a resource of specific expertise or knowledge in support of the committee's activities. Resource members need not be IEEE members. Resource members are appointed by the committee chair for a one-year term and may serve an unlimited number of consecutive terms.
- f) **Corresponding Member:** A corresponding member is a non-voting member of a committee with a specific interest in the activities of the committee. Corresponding members are appointed by the committee chair for a term of one year and may serve an unlimited number of consecutive terms. Corresponding members are not expected to attend meetings and need not be IEEE members if their background, expertise or organizational connection is deemed valuable to IEEE-USA

16.3 LIAISON MEMBER RESPONSIBILITIES

IEEE-USA benefits from the expertise and connections provided by liaison members and encourages their active recruitment and involvement in committee activities. The IEEE US regions, technical societies, technical councils, and organization units whose programs engage US members should be invited to appoint liaison members to eligible IEEE-USA committees annually. Liaison members are expected to do the following when accepting a volunteer assignment with IEEE-USA:

- Meet the general responsibilities of all IEEE-USA volunteers;
- Keep their appointing organizational unit apprised of their activities and any requests or opportunities for organizational unit input;
- Proactively seek organizational unit input on issues/positions before their IEEE-USA committees; and
- Inform IEEE-USA of, and faithfully communicate their organizational unit's inputs and viewpoints.

Society Technical Council appointed liaison members should exercise independent judgment and vote as individuals on US policy matters, and not as representatives of their appointing societies or technical councils in view of the global orientation and composition of those societies and technical councils, unless so charged by their naming society or technical council.

At-large Members of an IEEE-USA committee who are not representative or liaison members but who are also members of other IEEE organizational units are not responsible for acting as a liaison for those other organizational units.

16.4 POLICY COMMITTEE FUNCTIONS

Policy committees are defined as those committees whose charter authorizes it to engage in public policy activities, including policy advocacy on behalf of IEEE-USA. Policy committees are authorized to engage in the following types of activities consistent with all applicable IEEE and IEEE-USA policies and requirements regarding public policy activities:

- Developing and proposing position statements on legislation, regulation, and policy-related topics within their subject-matter jurisdiction in a form suitable for promulgation as IEEE-USA Position Statements or IEEE Position Papers and in accordance with IEEE Policy 15 (External Communications on Public Policy) and related IEEE-USA guidelines.
- Communicating IEEE-USA positions to legislative, regulatory, executive, or judicial bodies at the federal and state level, both directly as IEEE-USA and through partner policy coalitions.
- Engaging committee members and IEEE members of a US IEEE Region in coordinated constituent visits with policymakers to help advocate IEEE-USA's policy recommendations.
- Sponsoring seminars, briefings, tutorials, and similar activities to educate the IEEE members, Congress, and others about policy issues.
- Providing technical and professional information and developing and presenting whitepapers or reports designed to educate policymakers and the public on the technical implications of policy issues.
- Providing timely responses to inquiries directed to the IEEE-USA by government officials and legislators.
- Communicating IEEE-USA's policy interests and activities through IEEE-USA's communications channels and through external media contacts where appropriate and under the supervision of IEEE-USA's Communications staff.
- Convening/sponsoring appropriate forums, meetings, and symposia for purposes of discussing and engaging member input on policy topics.
- Collaborating and providing input to other IEEE entities engaged in public policy activities of mutual interest and concern.
- Arranging and supporting policy-related sessions or speakers at IEEE technical conferences.
- Reviewing IEEE-USA position statements on topics within their subject-matter jurisdiction to ensure their continuing relevance and accuracy, and to make recommendations regarding updates or withdrawal of approved IEEE-USA positions.

- Other activities deemed necessary to promote approved IEEE-USA public policy positions, with approval from the IEEE-USA Vice President for Government Relations.

16.5 FINANCIAL OPERATIONS

- a) Financial Support: Funding for support of committee meetings and activities shall be provided through allocations approved by the responsible Vice President. Committees are expected to efficiently utilize any resources provided to support their functions or meetings.
- b) Expense Reimbursement Guidelines: IEEE-USA volunteers are expected to follow the policies and procedures outlined in the IEEE Finance Operations Manual (Section FOM.6), the Expense Reimbursement Guidelines for IEEE Volunteers) and the following IEEE-USA guidelines:
 - IEEE-USA does not reimburse travel or related expenses for volunteer participation in committee meetings unless prior authorization is obtained. Volunteer travel authorization forms and instructions are available from the IEEE-USA office and website.
 - Volunteers should utilize the IEEE Travel Service for travel arrangements whenever possible unless alternative arrangements are documented and reflect significant savings to IEEE-USA or where there are other considerations approved by the volunteer officer responsible for approving committee travel.
 - Volunteers are expected to submit expense reimbursement requests and required receipts in the IEEE Concur system within 60 days of when the expense was incurred or by the deadline set for submission of expenses. Failure to submit expense vouchers in a timely fashion may result in IEEE-USA declining to reimburse expenses.
 - IEEE-USA will not normally reimburse the travel and related expenses of spouses, dependents or other persons who accompany volunteers on IEEE-related business trips.
- c) Meetings and Quorum: Committees meet at the call of the chair as frequently as necessarily to complete the tasks assigned. A meeting schedule is normally circulated at the beginning of each year. Meetings are conducted virtually whenever possible to constrain expenses. No in-person meeting will be held without an approved budget allocation. A majority of the voting members shall constitute a quorum for purposes of conducting official business.
- d) Summaries and Reports: Each committee should designate a volunteer secretary responsible for preparing a summary of each meeting that includes a list of attendees, topics discussed, actions taken, and follow-up assignments. Meeting summaries shall be circulated to committee members and to the responsible Vice President after each meeting and made available to other IEEE-USA Board of Directors members upon

request.

Committee chairs may be called upon to submit special reports to the responsible Vice President or as requested for the information of the IEEE-USA Board of Directors.

- e) Staff Support: Staffing assignments in support of committees, meetings and activities are made by the IEEE-USA Managing Director or designee.

SECTION 17 – BOARD/OPERATIONS COMMITTEE CHARTERS

17.1 FINANCE COMMITTEE

GENERAL

The IEEE-USA Finance Committee is a standing committee of the IEEE-USA Board of Directors and reports directly to the Board through the IEEE-USA Treasurer.

FUNCTIONS

The IEEE-USA Finance Committee serves as an oversight and advisory body on all matters concerning IEEE-USA's finances and budget. The Committee shall assist the IEEE-USA Board and the IEEE-USA Treasurer by recommending financial goals and procedures, supporting and development of the annual IEEE-USA budget, monitoring financial performance and strategic financial issues, and recommending appropriate courses of action for IEEE-USA Board consideration.

ORGANIZATION

The IEEE-USA Treasurer shall serve as chair of the IEEE-USA Finance Committee.

In addition to the chair, the Committee's voting membership will be composed of the IEEE-USA President, President-Elect, Past-President, the Vice Presidents responsible for program oversight, and such other IEEE-USA Board members who are appointed by the IEEE-USA President.

17.2 STRATEGIC PLANNING COMMITTEE

The Long Range/Strategic Planning Committee is responsible to the IEEE-USA Board of Directors for recommending appropriate plans for the strategic allocation of IEEE-USA's resources to achieve IEEE-USA's mission. To that end, the Long Range/Strategic Planning Committee shall evaluate IEEE-USA's goals, objectives, organization, and operational plans in light of IEEE-USA's mission, the professional interests, career needs, and public policy

perspectives of IEEE's US members, and any other relevant social, economic, or technical considerations that may arise.

GENERAL

The IEEE-USA Strategic Planning Committee is a standing committee of the IEEE-USA Board of Directors and reports to the Board through the IEEE-USA President or designee.

FUNCTIONS

The Committee function is to provide strategic input to the IEEE-USA Board of Directors and its planning and to advise the Board of emerging strategic threats and opportunities likely to affect IEEE-USA's operations. The committee's functions encompass:

1. Proposing, reviewing, or updating an IEEE-USA Strategic Plan or plans for strategic initiatives as assigned by the IEEE-USA President or Board of Directors;
2. Proposing appropriate strategic metrics and assessing IEEE-USA's progress towards achieving strategic goals;
3. Providing recommendations to the IEEE-USA Finance Committee, Operating Committee, and Board of Directors on strategic allocation of budget resources.
4. Coordinating ad hoc program reviews assigned by the IEEE-USA President or Board and making recommendations in response to the results of those reviews.
5. Ensure appropriate coordination between IEEE-USA and the IEEE strategic planning process.

ORGANIZATION

The Committee shall consist of no more than eight (8) voting members appointed by the IEEE-USA President, including:

- Chair: The Committee Chair shall be appointed by the IEEE-USA President. The practice of appointing the IEEE-USA President-Elect as chair is encouraged. The Chair is responsible for overall direction to and management of the Committee.
- Vice Chair: The Vice Chair supports the chair with respect to management and coordination of Committee activities and serves as acting Chair in the event of incapacity or absence until the vacancy is filled.
- Members-at-Large (6): The Committee Chair may also designate non-voting Corresponding or Resource Members subject to approval of the IEEE-USA President for the purpose of advice or liaison.

All voting Members should be knowledgeable of IEEE-USA's organization and processes, be familiar with the interests and needs of IEEE US members (or a specific constituency thereof) and have relevant experience with business/strategic planning.

17.3 NOMINATIONS AND APPOINTMENTS COMMITTEE

GENERAL

The IEEE-USA Nominations & Appointments (N&A) Committee is a standing committee of the IEEE-USA Board of Directors and reports directly to the Board through the IEEE-USA President or the President's designee.

FUNCTIONS

The IEEE-USA N&A Committee is responsible for recruiting and nominating qualified candidates to the IEEE-USA Board of Directors and Assembly for those IEEE-USA positions requiring nominations. Specifically, the Committee is responsible for nominating:

- a) A slate containing two or more names of candidates each recommended for the position of IEEE-USA President-Elect;
- b) A slate of three candidates for service on the IEEE-USA N&A Committee comprised as follows:
 - A candidate who has previously served as an IEEE-USA President, Vice President or Treasurer, and who is not currently designated to serve as N&A chair;
 - A candidate selected from the list of other former IEEE-USA Board members who held voting positions on the Board; and
 - A candidate who satisfies the requirements of either preceding position and who shall serve as an Alternate in the event of an N&A Committee vacancy.

The IEEE-USA N&A Committee is also responsible for providing the IEEE-USA Assembly with a list of two or more recommended candidates for the positions of IEEE-USA Treasurer, Vice President, and IEEE-USA Early Career Representative.

Recommendations with accompanying supporting materials should be provided at least 14 calendar days prior to the meeting of the IEEE-USA Board or Assembly where nominations will be acted upon.

In the event of a change in eligibility or withdrawal of a nominee, or a vacancy in an IEEE-USA office requiring a special appointment or election by the Membership or the Assembly, the N&A Committee may be requested by the President to prepare a special slate of nominees. In such instances, the IEEE-USA Board or Assembly may reduce or waive the 14-day notice requirement.

ORGANIZATION

The IEEE-USA N&A Committee shall consist of six voting members and a non-voting alternate, comprised as follows:

- Chair: The immediate past Past President of IEEE-USA shall serve as Chair with a term of one year. In the event of the incapacity, ineligibility or voluntary resignation of the Chair, the President may appoint a chair to fill the position for the duration of the period of the vacancy.
- Vice Chair: The IEEE-USA Past President, currently serving on the IEEE-USA Board of Directors in such capacity, shall serve as Vice Chair of the Committee with a term of one year, and shall assume the position of Chair at the end of the last regular Committee meeting of the year. In the event of the incapacity, ineligibility or voluntary resignation of the Vice Chair, the President may appoint a chair to fill the position for the duration of the period of the vacancy.
- At-Large Members (4). At-Large Members serve staggered two-year terms, commencing 1 January of the year following their selection.
- Alternate. The Alternate is selected for a one-year term, commencing 1 January of the year following election, and shall assume the place of an At-Large Member in the event of that member's incapacity, ineligibility or resignation. Until elevated, the Alternate participates in the deliberations of the committee as a not-voting Resource Member.

Limitation on Eligibility: At-Large Members as well as the Alternate shall not simultaneously serve on the IEEE-USA N&A Committee are ineligible during the years in which they serve on the committee for nomination by the committee to any of the positions for which nominations are submitted.

SECTION 18 - CAREER & MEMBER SERVICES COMMITTEE CHARTERS

18.1 CONSULTANTS COMMITTEE

GENERAL

The Consultants Committee is a committee of IEEE-USA Board of Directors and reports to the Board through the IEEE-USA Vice President, Career & Member Services.

FUNCTIONS

The Consultants Committee is responsible for providing professional assistance and resources to US IEEE members who are engaged in the practice of consulting or contract engineering. The committee's functions include:

- Keeping US members apprised of issues and developments affecting consulting or contract engineering and information that contributes to their professional development and practice;
- Promoting the use of independent technical and engineering consultants;

- Providing support to the IEEE Consultants Network, fostering the growth of local consultants' networks in the United States, and facilitating communications and coordination between these entities;
- Engaging in appropriate alliances or joint activities with other IEEE organizational units and non-IEEE professional groups where mutual benefits can be obtained; and
- Providing advice and assistance to the Government Relations Council on state and federal public policy issues impacting the practice of consulting and contract engineering.

ORGANIZATION

The voting membership of the committee shall comprise the following:

- Chair
- Members-at-Large (6)
- Liaison Members appointed by local IEEE US Consulting Networks

The Committee Chair may also designate non-voting Corresponding or Resource Members subject to approval to the IEEE-USA Vice President, Career & Member Services.

18.2 CAREER & PROFESSIONAL DEVELOPMENT COMMITTEE

GENERAL

The Career & Professional Development Committee is a Committee of IEEE-USA Board of Directors and reports to the Board through the IEEE-USA Vice President, Career & Member Services.

FUNCTIONS

The Committee shall assist IEEE US members by providing a reliable source of useful career and professional development products, services, information and resources that enhances their career vitality at all stages of the career lifecycle.

The committee's functions may include, but are not limited to:

- Developing useful employment, career and professional development products and services that meet the needs of IEEE members at all stages of the career lifecycle;
- Providing timely assistance and services (e.g. workshops and webinars) for at-risk and unemployed engineers that will empower members in a continuously changing career and employment environment;
- Increasing member awareness about the need for lifelong learning and developing effective materials and presentations encouraging employers' awareness that lifelong individual continuing education is in their best interests;

- Preparing papers, delivering talks, serving on panels, and presenting at workshops, webinars, or conferences on employment and career issues;
- Arranging career-related speakers, tutorials, panels, workshops, seminars, and conferences on employment and career topics as appropriate;
- Conducting an annual salary survey and providing related salary products and services as they pertain to employment and career development;
- Conducting timely surveys and related research, and disseminating information on emerging career and workforce trends affecting IEEE members;
- Collaborating with other IEEE organization units to deliver career and professional development content to their programs, meetings or publications;
- Providing advice to the Government Relations Council on important career and workforce policy issues affecting IEEE US members and
- Supporting IEEE efforts in the United States to support public awareness and student interest in STEM careers

ORGANIZATION

The voting membership of the committee shall comprise the following:

- Chair
- Members-at-Large (6)
- Liaison Members appointed by the US IEEE Regions and by other interested IEEE organizational units to service in a representative capacity.

One of the Members-at-Large may be designated by the committee as Vice Chair with the concurrence of the Vice President, Career & Member Services.

One of the Members-at-Large shall be designated the PACE Coordinator and is responsible for coordinating communication with and promoting the committee's resources to region and section PACE Chairs in the US.

One of the Members-at-Large shall be designated the Student Professional Activities Coordinator and shall serve as IEEE-USA's liaison to the IEEE MGA Student Activities Committee.

One of the Members-at-large shall be designated the K-12 STEM Coordinator and shall serve as IEEE-USA's liaison to the IEEE-EA Pre-University Education Coordinating Committee.

The Committee Chair may also designate non-voting Corresponding or Resource Members subject to approval to the IEEE-USA Vice President, Career & Member Services.

18.3 LICENSURE & REGISTRATION COMMITTEE

GENERAL

The Licensure & Registration Committee is a committee of IEEE-USA Board of Directors and reports to the Board through the IEEE-USA Vice President, Career & Member Services.

FUNCTIONS

The Committee is responsible for promoting the interests of the public and IEEE's US members and the public with respect to the licensure of technical professionals practicing within IEEE's fields of technical interest in the United States. That function encompasses the following types of activity:

- Educating IEEE US members on the requirements for professional licensure and the associated professional and public benefits;
- Informing IEEE US members of new developments in the practice or requirements for maintaining professional licensure;
- Recommending IEEE-USA positions and providing advice to the Government Relations Council on important public policies related to licensure and registration; and
- Collaborating with the National Council of Examiners for Engineering and Surveying (NCEES) on the preparation and review of questions or question sets for the Electrical Engineering portion of the NCEES model licensing examinations and with other organizations on matters relating to licensure of Professional Engineers.

ORGANIZATION

The voting membership of the committee shall comprise the following:

- Chair
- Members-at-Large (9)

The majority of voting committee members (including the Chair) should be licensed professional engineers.

One of the Members-at-Large may be designated by the committee as Vice Chair with the concurrence of the Vice President, Career & Member Services.

The Committee Chair may also designate non-voting Corresponding or Resource Members subject to approval of the IEEE-USA Vice President, Career & Member Services.

SECTION 19 - AWARDS, COMMUNICATION & CONFERENCES COMMITTEE CHARTERS

19.1 AWARDS & RECOGNITION COMMITTEE

GENERAL

The IEEE-USA Awards & Recognition Committee (ARC) is a committee of the IEEE-USA Board of Directors and reports to the IEEE-USA Board of Directors through the IEEE-USA Vice President, Communications & Public Awareness.

FUNCTIONS

ARC's function is to plan, promote and administer IEEE-USA award and recognition programs to recognize outstanding service or notable professional achievements by IEEE US members including contributions to enhancing public awareness and support for the profession and advancing the benefits of technology in public service. ARC's scope encompasses awards and recognitions that further the objectives of IEEE-USA and the professional aims of IEEE as delegated to IEEE-USA. ARC's activities must conform with IEEE Policy 4 (Awards Activities), wherein policy supervision is exercised by the IEEE Awards Board.

ORGANIZATION

The voting membership of the committee shall comprise the following:

- Chair
- Past Chair
- Members-at-Large (2)
- Liaison Members who are US members appointed to represent each of the US Regions, IEEE Member & Geographic Activities, and IEEE Technical Activities

The current Chair of the IEEE-USA Awards & Recognition Committee services as IEEE-USA's representative to the IEEE Awards Board (IEEE Bylaw I-305.3).

One of the voting members may be designated by the committee as Vice Chair with the concurrence of the Vice President, Career & Member Services.

The Committee Chair may also designate non-voting Corresponding or Resource Members subject to approval of the IEEE-USA Vice President, Career & Member Services.

19.2 COMMUNICATIONS COMMITTEE

GENERAL

The IEEE-USA Communications Committee is a standing committee of IEEE-USA Board of Directors. The Committee reports to the Board through the Vice President of Communications and Public Awareness

FUNCTIONS

The committee assists the IEEE-USA communications staff by providing oversight, editorial review, and strategic input to IEEE-USA communications and publications programs, which includes all IEEE-USA print and electronic communications, conference promotion, and IEEE-USA's online presence. The Committee functions to support the following goals:

- Protecting and enhancing IEEE-USA's reputation by providing oversight and peer review to ensure the quality, accuracy and appropriateness of IEEE-USA's publications and communications.
- Keeping IEEE's US members aware of and engaged with IEEE-USA and promoting its offerings, programs, and activities;
- Supporting IEEE-USA's public policy advocacy through appropriate communications;
- Generating revenue from IEEE-USA's publishing activities and digital services, including advertising revenues related to products and services of interest to IEEE's US members; and
- Measuring, assessing and reporting on the effectiveness of IEEE-USA's communications programs using appropriate performance metrics.

ORGANIZATION

The voting membership of the committee shall comprise the following:

- Chair
- Past Chair
- Members-at-Large (5)
- Liaison Members (3)

One of the voting members may be designated by the committee as Vice Chair with the concurrence of the Vice President, Communications & Public Awareness.

The liaison members are appointed by each of the IEEE-USA Vice Presidents to serve as contributing editors for communications and public awareness, government relations, and career and member services and to provide liaison between the committees reporting to each Vice President and the Communications Committee.

The Committee Chair may also designate non-voting Corresponding or Resource Members subject to approval of the IEEE-USA Vice President, Communications & Public Awareness.

All Committee members should possess a practical knowledge and experience in communications and publishing, including electronic and social media.

Subcommittees: The work of the Committee is supported through the following standing subcommittees:

- a) The e-Book Editorial Review Subcommittee is a standing subcommittee of the Communications Committee responsible for providing peer review of IEEE-USA e-book publications in compliance with IEEE Policy 7.300 (IEEE-USA Publications). The subcommittee may also make recommendations to the Communications Committee on publishing matters, recommend and recruit authors, and provide general oversight of IEEE-USA's e-book publishing activities. The Subcommittee is chaired by a Member-at-Large appointed by the Committee Chair subject to the approval of the IEEE Vice President, Communications & Public Awareness. The Subcommittee shall normally consist of at least three (but not more than five) members including the subcommittee chair and other committee members (which may include resource members appointed by the Committee chair, who are eligible to vote on subcommittee business).
- b) INSIGHT Editorial Advisory Board is a standing subcommittee of the Communications Committee responsible for advising the INSIGHT staff editor on matters concerning editorial policy for IEEE-USA INSIGHT and assisting the staff editor in securing authors or reviewing articles for publication. The Subcommittee shall normally consist of at least four (but not more than eight) members who shall be the subcommittee chair, the committee's liaison members (contributing editors), and resource members appointed by the Communications Committee chair, who are eligible to vote on subcommittee business.

19.3 IEEE-USA CONFERENCES COMMITTEE

GENERAL

The IEEE-USA Conferences Committee is a standing committee of the IEEE-USA Board of Directors. The Committee reports to the Board through the Vice President of Communications & Public Awareness.

FUNCTIONS

The committee provides oversight and strategic direction to IEEE-USA's conferences program and is responsible for creating, managing, and growing IEEE-USA's portfolio of sponsored and co-sponsored conferences in support of the following goals:

- Advancing IEEE-USA's overall mission and objectives;

- Promoting IEEE US member engagement with IEEE-USA; and
- Generating revenue through registrations, sponsorships and intellectual property for support of IEEE-USA's mission and operations.

The committee's scope includes technical or professional conferences that are consistent with the requirements of IEEE-USA Policy 13 and IEEE policies related to conferences (IEEE Policy 10 – Meetings, Conferences, Symposia and Expositions) and financial matters (IEEE Policy 11 – IEEE Financial Matters). The committee's scope does not include occasional workshops or symposiums organized within IEEE-USA's Career, Government Relations or Communications & Public Awareness functions, although collaborations with those IEEE-USA programs and leaders is encouraged.

ORGANIZATION

The voting membership of the committee shall comprise the following:

- Chair
- Members-at-Large (5)
- Liaison Members

The Chair is normally appointed to serve as IEEE-USA's representative to the IEEE Conferences Committee. The chair may serve a one-year renewable term. Appointments to IEEE conferences committee are normally 2-year terms, with total service limited to 4 years.

Liaison members are comprised of the volunteer steering committee or program chairs of each IEEE-USA sponsored conference.

The Committee Chair may also designate non-voting Corresponding or Resource Members subject to approval of the IEEE-USA Vice President, Communications & Public Awareness.

All Committee members should possess knowledge and experience in aspects of conference management, finances, marketing/promotion, or operations.

SECTION 20 - GOVERNMENT RELATIONS COMMITTEE CHARTERS

20.1 IEEE-USA GOVERNMENT RELATIONS COUNCIL

GENERAL

The Government Relations Council (GRC) is a standing committee of the IEEE-USA Board of Directors. It reports to the Board through the IEEE-USA Vice President, Government Relations.

FUNCTIONS

The Council serves to advance IEEE-USA's public policy goals and capabilities by assisting the Vice President in setting a strategic policy agenda, coordinating the activities of IEEE-USA's policy committees and by providing advice and oversight of IEEE-USA's government relations program and its operations. Specific functions of the GRC include:

1. Providing input to IEEE-USA's strategic and operational planning related to IEEE-USA's government relations programs;
2. Ensuring communication and coordination of activities between the various IEEE-USA government relations committees and programs;
3. Recommending IEEE-USA's annual public policy priorities and legislative agenda;
4. Reviewing public policy position statements and whitepapers proposed to the IEEE-USA Board of Directors for adoption, including positions and technical information statements submitted for IEEE-USA endorsement or adoption by various constituent Societies, Councils, and Committees of IEEE and others;
5. Overseeing relationships between IEEE-USA and other organizations, coalitions or groups where cooperation advances the government relations goals of IEEE-USA;
6. Providing knowledgeable IEEE-USA spokespersons to present and discuss IEEE-USA positions, as well as related public policy issues, legislation, regulations, cases and other matters within the scope of the Council; and
7. Initiating such other actions as appropriate within the scope of this Charter as assigned by the Vice-President, Government Relations.

At the direction of the Vice President, Government Relations, the GRC may also function as a policy committee and engage in any of the activities outlined in IEEE-USA Policy 16.4.

ORGANIZATION

The voting membership of the committee shall comprise the following:

- Chair (Who is the IEEE-USA Vice President, Government Relations)
- Members-at-Large, who will be the Chairs of all active IEEE-USA Public Policy Committees
- Liaison Members

One of the voting members may be designated by the committee as Vice Chair.

The Regional Government Activities Coordinators appointed by each IEEE US Region may serve as non-voting Resource Members.

The Committee Chair may also designate other non-voting Corresponding or Resource Members. Corresponding Members normally include the government activities coordinators

appointed by IEEE US sections or sub-regional geographic entities. Resource Members normally include the GRC's representative on the IEEE-USA Communications & Public Awareness and Career & Member Services Committees.

20.2 PUBLIC POLICY COMMITTEES

GENERAL

The IEEE-USA Board of Directors will create Public Policy Committees as needed to address the public policy concerns of IEEE-USA, IEEE, and its members. Each committee shall focus on a specific subset of policy concerns, as defined by the IEEE-USA Board of Directors.

Public Policy Committees sunset after three years, unless renewed by the IEEE-USA Board of Directors.

FUNCTIONS

Public Policy Committees seek to advance the formulation of sound legislation, regulations, and public and private sector policies in the United States. The Committees seek to address policy concerns of IEEE members in IEEE US Regions, as well as the IEEE itself. Policy Committees provide IEEE's US members with a voice and means to inform and influence US policymakers at all levels of government concerning those members' individual, professional, and technical concerns, where the professional and technical knowledge and skills of IEEE members in IEEE US regions can make a constructive contribution. Policy Committees may engage in any of the activities outlined in IEEE-USA Policy 16.4.

ORGANIZATION

The voting membership of a given Public Policy Committee shall comprise the following:

- Chair
- Members-at-Large (10)
- Liaison Members

One of the voting members may be designated by the Committee as Vice Chair with the concurrence of the Vice President, Government Relations.

Liaison members may be appointed, subject to approval of the Vice President, Government Relations by any IEEE Organizational Unit (group, society, region, division, or board).

All voting members should possess knowledge, experience, or interest relevant to each Committee's field of activity.

The Committee Chair may also designate non-voting Corresponding or Resource Members subject to approval of the IEEE-USA Vice President, Government Relations.

20.3 GOVERNMENT FELLOWS COMMITTEE

GENERAL

The Government Fellows Committee (GFC) is a standing committee of the IEEE-USA Board of Directors. It reports to the Board through the IEEE-USA Vice President, Government Relations.

FUNCTIONS

The Committee provides oversight, advice, and strategic direction of IEEE-USA's government fellowship program with the goal of serving the public interest through the placement of US members in governmental fellowships as an educational benefit and to provide timely advice and assistance to the hosting entity. The Committee is responsible for recruiting, reviewing, and recommending qualified candidates for IEEE-USA Government Fellowships for IEEE-USA Board of Directors approval. The Committee leverages the Fellowship program and its Fellow alumni to inform and educate IEEE's US members and the public on technology policy issues and processes and oversees IEEE-USA's participation in the multi-society Washington Internships for Students of Engineering program. The committee is also responsible for developing alternative funding resources to support the program, including donations, sponsorships and private or foundation grants.

ORGANIZATION

The voting membership of the committee shall comprise the following:

Chair

Members-at-Large (6)

Liaison Members

At-Large Members shall serve staggered three-year terms so that two new members are appointed each year. As a general guideline, At-Large members should be former government fellows or non-fellows with relevant experience or expertise regarding the government agencies, processes and issues associated with the fellowship placement opportunities. Each year, the Committee shall nominate for IEEE-USA consideration at least three candidates deemed qualified to serve as At-Large Members.

One of the At-Large members may be designated by the committee as Vice Chair with the concurrence of the Vice President, Government Relations.

Liaison members may be appointed subject to approval of the Vice President, Government Relations by any government entity or organization that hosts an IEEE-USA government fellow. The IEEE-USA representative to the IEEE WISE Steering Committee responsible for selecting IEEE US student members for participation in the multi-society Washington Internships for Students of Engineering (WISE) program also serves as a liaison member to GFC.

The Committee Chair may also designate non-voting Corresponding or Resource Members subject to approval of the IEEE-USA Vice President, Government Relations.

Subcommittees: The Committee's function with respect to the IEEE participation in the WISE Internship program is supported through the following standing subcommittee:

IEEE WISE Steering Committee: The WISE Steering Committee is responsible for reviewing applications and selecting qualified IEEE US student members for participation in the multi-society Washington Internships for Students of Engineering (WISE) program. The Steering Committee also provides oversight and advice to IEEE-USA and other participating entities with respect to the administration of the WISE program. The Steering Committee is comprised of a voting representative from each IEEE entity that sponsors an IEEE WISE Intern. The IEEE-USA Representative is appointed by the Vice President, Government Relations. The Steering Committee members select their own chair.