

IEEE Technology Management Council (TMC)

300.a OFFICER TRANSITION PLAN

300.a.1 During the 2008 transition year, in the absence of a President Elect, the Council President will serve as Chair of the Finance Committee.

300.a.2 During the transition period from a Society to a Council, the officer election schedule for the years 2008 and 2009 shall be as follows:

- i. In 2008 Election—the following elections will take place;
 - President for 1-year term beginning January 2009
 - President Elect for 1 year term beginning January 2009
 - VP Conferences for 2-year term beginning January 2009
 - VP Publications for a 1-year term beginning January 2009
 - VP Operations for a 2-year term beginning January 2009
- ii. In 2009 Election—the following elections will take place:
 - President Elect for a 2 year term beginning January 2010
 - VP Publications for a 2-year term beginning January 2010
- iii. The above transition schedule will be removed from the Council Policies effective 2010.

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PROPOSED POLICIES FOR THE TECHNOLOGY MANAGEMENT COUNCIL

300. OBJECTIVE

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302. APPROVALS AND AMENDMENTS

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300. OBJECTIVE

This portion of the Operations Manual provides the Policies of the Council and its activities as derived from the Council's Constitution and Bylaws.

301. POLICY APPROVALS AND AMENDMENTS

A Policy may be created and/or amended by majority vote at a meeting of the Board of Governors. Such Policy shall normally be presented to the Board, by the Vice President in whose portfolio the Policy exists, not less than 20 days in advance of the meeting at which the vote is taken, or by electronic means.

302. APPROVALS AND AMENDMENTS

A Procedure may be created and/or amended by a committee of the Board of Governors by a majority vote at a meeting of the committee, or by electronic means. Such procedures shall become effective 20 days after presentation for information purposes to the Board of Governors by the Vice President in whose portfolio the committee exists at its next meeting, or by electronic means. Procedures are located in Section 400 of this Operations Manual.

303. SPECIFIC TO OFFICERS OF THE COUNCIL

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303.1 President

303.1.1 The President shall be the chief representative of the Council at all appropriate activities.

303.1.2 The Council President shall inform the Sustaining Member Society Presidents, of a current representative's end of term, and the need to appoint a new representative or reappoint the current representative for another two-year term no later than June 30. Sustaining Member Society Presidents should inform the Council President of their appointment prior to November 15.

303.1.3 The President shall assure that a Sustaining Member Society representative participates in all Council events.

303.1.4 The President shall be responsible for the Council's external relations.

303.1.5 When necessary, the President may delegate the above responsibilities.

303.1.6 The President shall provide a written report on the activities within his/her responsibilities to the Council Board of Governors.

303.2 Vice President Operations

303.2.1 The Vice President Operations shall serve as Council Parliamentarian, and shall be responsible for the Council Constitution and Bylaws.

303.2.2 The Vice President Operations shall be responsible for the development, coordination, and supervision of Council Chapter activities related to Council Chapters worldwide.

303.2.3 The Vice President of Operations appoints a Chair and the necessary Committee members to develop and coordinate the Council Chapter activities

303.2.4 The Chairs of the Fellows Committee and the Awards Committee shall report to the Vice President Operations.

303.2.4.1 The function of the Fellows Committee is to review candidates for the grade of IEEE Fellow in the fields of interest of the Council and to forward its recommendations to the IEEE Fellows Committee. The Fellows Committee shall consist of a minimum of three and a maximum of five members including the Chair, all of whom must be IEEE Fellows. The Chair is appointed by the President with the advice and consent of the Vice President Operations. The Chair of the Fellows Committee shall report to the Vice President Operations.

303.2.4.2 The Awards Committee develops and implements the Council's recognition programs. The Committee consists of a minimum of three and a maximum of five members, including the Chair. The President, with the advice and consent of the Vice President for Operations appoints the Awards Committee Chair. The Chair of the Awards Committee shall report to the Vice President Operations

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303.2.5 The Vice President Operations shall maintain Council relations with the IEEE Organizational Units and outside organizations.

303.2.6 The Vice President Operations shall provide a written report on the activities within his/her portfolio at each meeting of the Board of Governors.

303.3 President Elect

303.3.1 The President Elect shall act for the President in his absence.

303.3.2 The President Elect shall serve as Chair of the Council Finance Committee and as an ex-officio member with vote on the Conference and Publications Committees.

303.3.3 The President Elect shall provide a written report on the activities within his/her portfolio at each meeting of the Board of Governors.

303.4 Immediate Past President

303.4.1 The Past President shall be responsible for preparation of the Council Annual Report.

303.4.2 The Past President shall serve as chair of the Council Nominating Committee.

303.4.3 The Past President shall serve as the Council Historian.

303.5.4 The Past President shall provide a written report on the activities within his/her portfolio at each meeting of the Board of Governors.

303.5 Vice President Conferences

303.5.1 The Vice President Conferences serves as chair of the Council Conference Committee.

303.5.1 The Vice President Conferences shall provide a written report on the activities within his/her portfolio at each meeting of the Board of Governors.

303.5.2 The Vice President Conferences shall develop conference programs within the field of interest of the Council. GOES TO COMMITTEE

303.5.3 The Vice President Conferences shall present the specific conference programs to be implemented in the current year to the Board of Governors

303.5.4 The Vice President Conferences shall present annually a Long-Range Conference Committee Plan, including financial implications, for approval to the Board of Governors and updated as required.

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303.5.5 The Vice President Conferences shall report conference results within 30 days of receipt of the conference's final report to the Board of Governors.

303.5.8 The Vice President Conferences, or a designated representative, shall represent the Council at Council financially sponsored conferences at the conference's expense

303.6 Vice President Publications

303.6.1 The Vice President Publications shall be responsible for all Council Periodicals, the Council Website, Council Virtual Community, and Outreach Activities.

303.6.2 The Vice President Publications shall serve as chair of the Council Publications Committee and the Council Outreach Committee.

303.6.3 The Vice President Publications shall present annually a Long-Range Publications Plan, including financial implications, for approval to the Board of Governors and updated as required.

303.6.4 The Vice President Publications shall provide a written report on the activities within his/her portfolio at each meeting of the Board of Governors.

303.7 Treasurer

303.7.1 The Treasurer shall prepare the Council annual budget in accordance with IEEE requirements for review and approval by the Council Finance Committee. The Chair of the Council Finance Committee shall submit the recommended budget to the Council Executive Committee for endorsement and submission to the Board of Governors for approval.

303.7.2 The Treasurer shall inform the Chair of the Finance Committee of any changes within the financial conditions of the Council.

303.7.3 The Treasurer shall inform the Board of Governors of any changes to IEEE reimbursement procedures.

303.7.4 The Treasurer shall provide a written report on the activities within his/her portfolio at each meeting of the Board of Governors.

303.8 Secretary

303.8.1 The Secretary will confirm that a quorum exists at each Executive and Board of Governors Meeting.

303.8.2 The Secretary shall prepare the minutes of the Board of Governors meetings for review by the President within 30 days of such meeting, and distribution to the Board within 45 days of the meeting.

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303.8.3 The Secretary shall prepare the minutes of the Executive Committee meetings for review by the President within 30 days of such meeting, and distribution to the Executive Committee within 45 days of the meeting.

303.8.4 The Secretary shall assure that the records of the Council are archived in electronic format.

304. POLICIES SPECIFIC TO THE BOARD OF GOVERNORS

304.1 The Council's Board of Governors is responsible for overseeing the management of Council affairs.

304.2 The President may appoint interim replacements of officers or Governors who may be absent for a temporary period. Such appointee serves at the pleasure of the President and will fulfill the duties of the absent individual until that individual returns to duty.

305. POLICIES SPECIFIC TO EXECUTIVE COMMITTEE

305.1 The Executive Committee acts for the Board of Governors in between meetings of that Board. (IEEE Bylaws I-302.7)

305.2 The Executive Committee shall report to the Board of Governors any actions taken by it on behalf of the Board in between Board of Governors meetings.

305.3 The Executive Committee shall meet in conjunction with each Board of Governors meeting and at other times as necessary for the conduct of business between Board meetings.

306. GENERAL COMMITTEE POLICIES

306.1 Standing committee chairs may, by the charter of their committee, be designated as a Board member without vote. Such a committee chair may be given Board of Governors voting rights with the approval of two-thirds vote of the Board of Governors

306.2 The President may establish or dissolve Ad Hoc Committees that address any specific activity within the Council.

307. MEETINGS COMMITTEE POLICIES

307.1 The Meetings Committee shall develop and maintain a three-year plan of sites for Council conferences and symposia.

307.2 Representatives shall serve on the governing bodies of meetings co-sponsored by the Council. If the meeting's governing body requires decisions that are not covered by or are in conflict with established Council policy, the Representative shall refer the question to the Vice President Conference and, if necessary, to the Council President and Board of Governors for resolution.

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307.3 The IEEE IEMC conference brand is owned by IEEE and managed by the Technology Management Council

307.4 A Memorandum of Understanding (MOU) shall be executed with the conference organizing committee as well as with any other sponsor, either financial or technical.

307.5 The Council shall maintain a minimum ownership level of 60% in IEMC. The Executive Committee must approve any deviation from this policy.

307.6 The Council shall offer a financial ownership in a particular event of up to 30% to the local Section Technology Management Council Chapter. The Executive Committee must approve any deviation from this policy.

307.7 The Council shall offer a financial ownership in a particular event of up to 10% to the local Region. The Council Executive Committee must approve any deviation from this policy.

307.8 The Council may offer IEMC financial or technical co-sponsorship opportunities to other professional societies or non-profit groups subject to IEEE Policy and Procedures.

307.9 The Council may enter into technical co-sponsorship agreements with conferences that request Council non-financial co-sponsorship in exchange for providing their intellectual property (IP) rights to the Council.

307.10 Where required, Conference proceedings shall be provided by the conference in a format acceptable for IEEE processing. The Council executive Committee must approve any deviations from policy.

307.11 The Council shall do due diligence to assure the content of its cosponsored conferences meets the Council standards.

307.12 Council Conference MOU's and/or contracts shall be endorsed by the Vice President Conferences and executed by the Council President or a designee.

308. SPECIAL REGISTRATION FEES

308.1 The author(s) of each accepted paper pay(s) at least (1) full member/non-member registration.

308.2 IEEE Student Members who are non-presenters will be offered a no-frills registration for a minimum fee that is based on the cost of generating the conference badge and a copy of the electronic version of the proceedings, if any. This registration includes attendance at all sessions, exhibits, and panel discussions. The cost of tutorials is not included, if listed separately.

PUBLICATIONS and OUTREACH COMMITTEE POLICIES

309.1 All Council publications shall follow IEEE established policies regarding matters related to publicizing any IEEE organizational elections.

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309.2 The Council newsletter whether published in hard copy or electronically shall present topics related to the council Field of Interest and where controversial issues may arise, consider both sides of the issue.

309.2 The Vice President Publications serves as Chair of the Outreach Committee. The Outreach Committee shall:

- i. Identify and promote the Council's Distinguished Lecturers
- ii. Propose educational programs of interest to council member societies
- iii. Cooperate and coordinate Council educational activities with the IEEE Educational Activities Department in the development of instructional programs.

310. FINANCE COMMITTEE POLICIES

310.1 During the 2008 transition year, in the absence of a President elect, the Council President will serve as Chair of the Finance Committee.

310.2 The function of the Finance Committee is to develop the Council budget and to monitor and manage the financial activities of the Council.

310.3 The Chair of the Finance Committee Is the President Elect. The Council Treasurer is an ex-officio voting member of the Finance Committee.

310.4 The Finance Committee's activities include:

- i. Make recommendations to the Board of Governors regarding financial issues
- ii. Make recommendations to the various committees of the Council on their proposed income and expense items for the annual budget
- iii. Solicit input from committees relative to their budget requirements
- iv. Compile the financial data necessary to assemble the Council's annual budget and assist the Council Treasurer in the preparation, defense, and attainment of this budget
- v. Provide advice and oversight to treasurers of various meetings held by the Council
- vi. Report to the Board of Governors on the financial status of the Council
- vii. Assist the President concerning financial matters affecting the Council
- viii. Develop policies and procedures for expense reimbursements in accordance with IEEE Policies

311. NOMINATING COMMITTEE POLICIES

311.1. The Nominating Committee shall solicit and propose a slate of candidates for elected officer positions to the Board of Governors not less than three weeks prior to the second meeting of the Board.

311.2 The Chair of the Nominating Committee shall submit to the Board of Governors a slate of candidates as recommended by the Nominating Committee, no later than thirty days prior to the last meeting of the Board of Governors, at which time the election will take place.

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311.3. Nominations from the floor for officer candidates are permitted only for those candidates who have already been considered by the Nominations Committee, but were not included in the proposed slate.

311.4 Candidates for Vice President Operations and Vice President Publications shall be elected in even years beginning in 2010, and for the President Elect and Vice President of Conferences shall be elected in odd years beginning in 2011.

311.5 The Board of Governors shall elect the officers in a meeting of the current Board assembled or by mail ballot. The Council Secretary shall certify the results of the election prior to October 31.

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