

IEEE Central Texas Section  
Local Operating Procedure **Management**  
(Replaces Standing Rule on Management)

Approved 25 August 2018

1. Definitions:

- a. Executive Committee (ExCom) consists of:
  - i. The Section Chair
  - ii. Vice Chairs
  - iii. Manager of Electronic Communications
  - iv. Secretary
  - v. Treasurer
  - vi. Immediate two Past Section Chairs
  - vii. Chapter and Affinity Group Chairs
- b. Section Committee (SecCom) consists of:
  - i. The Section Chair
  - ii. Vice Chairs
  - iii. Manager of Electronic Communications
  - iv. Secretary
  - v. Treasurer
  - vi. Immediate two Past Section Chairs
  - vii. Standing Committee Chairs (see LOP Committees)
  - viii. Coordinators (see LOP Committees)

2. Section Executive Committee (ExCom)

- a. The management of the Section shall be by the Section ExCom which includes approving the policies and procedures by which the Section operates.
- b. Meetings of the Section ExCom ordinarily shall be held semi-annually and shall be called by the Section Chair. A Special Meeting may be called by the Section Chair or by a request of any four members of the Section ExCom. The request for a Special Meeting must be circulated to all members of the Section ExCom at least 20 days prior to the meeting and state the business to be addressed by the Special Meeting. Only the pre-stated business may be addressed at a Special Meeting.
  - i. IEEE CTS Documents related to the subject matters of the meeting should be circulated to Section ExCom members via email in sufficient time for members to read them (one or two weeks depending on complexity) prior to the meeting. This is guidance; it cannot preclude motions made during the meeting.

- ii. Other members of the chapter are welcome at ExCom meetings, but the chairman is the voting member.
  - c. Meetings of the Section's ExCom should be held in person.
3. Section Committee (SecCom)
- a. Administration and Management of the day to day functions of the Section will be handled by the Section Chair with the assistance of the SecCom.
  - b. The SecCom will meet as scheduled by the Section Chair, typically monthly.
  - c. Meetings of the SecCom can either be held in person or by conference call at the discretion of the Section Chair.
4. The Section secretary is responsible for maintaining the current list of ExCom Members, SecCom members, the Standing Committee Chairs (see LOP Committees), Coordinators and Chapter Officers. The current list can be found in the governance section of the Section web site (<http://sites.ieee.org/ctx/cts-governance/>).
5. Voting at Excom meetings

During meetings of the Excom, all positions and individuals authorized to vote should be present to hear the discussions of the issues and be able to cast their votes according to their preferences. Chapter Chairs vote in person; in the Chair's absence, the Vice Chair may vote in place of the Chapter Chair. The Chapter Chair may designate an alternate Chapter member to represent their Chapter Chair with power to vote. The Chapter Chair shall provide written notification to both the Section Chair and Section Secretary at least 48 hours prior to the ExCom meeting if an alternate has been designated. All other voting members must vote in person.

## Clarifying Information

1. What does the *MGA Operations Manual* dictate for section management?

### *"Section Management"*

- 1. *The Section affairs shall be managed by an Executive Committee consisting of the elected officers. The number of voting members elected must be at least one greater than those appointed. Chapter and Affinity Group Chairs, as elected by their membership, are considered "elected" official, as is the Past Section Chair.*
- 2. *All Chapters and Affinity Groups in the Section shall have voting representation either individually or collectively on the Section Executive Committee, and the Subsection Chairs shall be ex-officio members with voting power.*
- 3. *In Sections with at least one Student Branch, it is recommended that the Section ExCom select a Section Student Activities Chair (SSAC) and a Section Student Representative (SSR) as voting members of the Section ExCom. The SSAC is an active Section member of*

*Graduate Student Member Grade or above while the SSR is an active Student Member or Graduate Student Member in a Student Branch of the Section.*

4. *A quorum is required for administrative meetings. A majority of the voting members of the committee shall constitute a quorum. These meetings shall be conducted in accordance with Robert's Rules of Order (latest version) as the standard parliamentary authority.*
5. *Reasonable efforts should be made to notify all members of Section meetings and activities. Methods of communication could be, but are not limited to, email distributions (in keeping with IEEE email policies), postings on Section Web sites, social media venues, or hard copy distributions."*

*(MGA Operations Manual June, 2018, Section 9.4.D)*

2. What is the term of office for the section?

"a. All officers shall be elected by Section members of Graduate Student Member, Member, Senior Member and Fellow Grade. Elections for all officers shall take place every one or two years, in accordance with the term of office as defined by the Section. b. The term of office for all officers shall be one or two years. A Section must define the officer term as one or two years and record it in its local operating procedures document; if the officer term is not recorded in the local operating procedures document, it shall be two years. An individual may continue in the position until a successor has been duly elected and takes office. c. The term of office shall normally be from 1 January through 31 December. d. The consecutive period of service in any one office shall normally not exceed four years. All officers shall not serve in any one position, in any single organizational unit, more than six years in total. Exceptions to this rule require approval by the Region Director who will annually report such exceptions to the MGA Board."

*(MGA Operations Manual June 20, 2015 , Section 9.4.F.7)*

3. What is the fiscal year for the section?

"All unit funds management must adhere to a fiscal year 1 January - 31 December except where government or banking regulations prohibit such a requirement such exceptions must be reported to the MGA Board through the Region Director."

*(MGA Operations Manual June 2018, Section 9.4.I.12)*

4. Why is a member of the Executive Committee required to attend a meeting to vote?

The membership on the committee is vested in the person holding the office, not the organizational unit. This leads to the principle of one person, one vote.

“It is a fundamental principle of parliamentary law that every person who is a member of a deliberative assembly is entitled to one – And only one – vote on a question. This is true even if a person is elected or appointed to more than one position, each of which would entitle the holder to a vote. For example, in a convention, a person elected selected as delegate by more than one constituent body may cast only one vote. An individual member’s right to vote may not be transferred to another person (for example, by the use of proxy).”

*(Roberts Rules of Order Newly Revised 11th Edition, Page 407)* A person must be present at the meeting to vote.

“It is a fundamental principle of parliamentary law that the right to vote is limited to the members of an organization who are actually present at the time the vote is taken in a regular or properly called meeting...”

*(Roberts Rules of Order Newly Revised 11th Edition, Page 423)*

5. What is the history of paragraph 5 of this document?

Because of a concern about effective representation of the Society Chapters and Affinity Groups at Excom meetings, Paragraph 5 was added to allow alternates to vote in place of chapter and affinity group chairs. It was approved, with the proviso that it be submitted for approval by IEEE as an addendum (that is, an exception to the IEEE *Member and Geographic Activities Manual*). Region 5 Director Francis Grosz replied that the paragraph did not require treatment as an addendum because it was not an exception to the *MGA Operations Manual*. (*MGA Operations Manual 2018*, Section 9.4.E.3)