





Region 10 Webinar



IEEE, MGA and Local Governing Documents

- ► IEEE Constitution and Bylaws
- ► IEEE Policies
- MGA Operations Manual
- ► Region Bylaws
- Local Operating Procedures and Section Bylaws



Governing Documents and Hierarchy

IEEE Constitution and Bylaws

IEEE Policies

MGA Operations Manual

Region 10 Bylaws

Section Level Local Operating Procedures



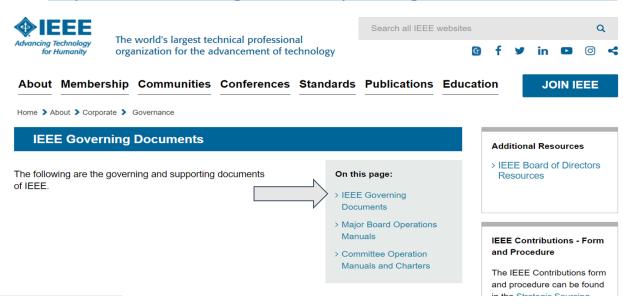
IEEE Constitution and Bylaws

The IEEE Constitution and Bylaws contains IEEE's fundamental objectives, organization and procedures. Implementation of the Constitutional provisions, in specific organizational structures and procedure, is entrusted to the IEEE Bylaws.



IEEE Constitution and Bylaws

https://www.ieee.org/about/corporate/governance/index.html





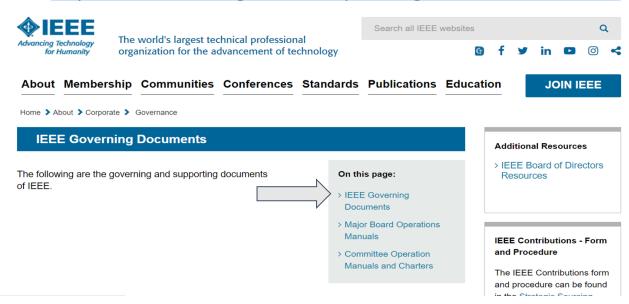
IEEE Policies

The IEEE Policies provides more detailed statements of specific policies, objectives and procedures than are appropriate for inclusion in the Constitution and Bylaws.



IEEE Policies

https://www.ieee.org/about/corporate/governance/index.html





MGA Operations Manual

The MGA Operations Manual contains detailed information regarding IEEE Member and Geographic Activities (MGA) governance, policies, geographic unit operations, and committee reporting structure. You can also find information related to the MGA Board, its mandate, mission, vision, functions, composition and terms, nominations process, meetings, and activities. Also includes overriding policy and procedures for the geo units including basic structure and formation procedures, responsibilities and activities.

The purpose of the MGA Operations Manual is to provide more detailed statements of specific Regional Activities' objectives and procedures. Statements of MGA operations are approved and amended by the IEEE MGA Board.



MGA Operations Manual

https://mga.ieee.org/board-committees/operations-manual





Region Bylaws

https://www.ieeer10.org/operations-manual/



Section 1: Governance

- 1. IEEE Constitution
- 2. MGA Operations Manual
- 3. Region 10 Bylaws
- 4. Region 10 Organization Chart
- 5. Strategic Plan Region 10 Meeting, Bangkok, Thailand 6 & 7 April 2002
- 6. The IEEE Asia Pacific office

Section 2: Nominations and Advisory

- 1. Region 10 Nominations and Advisory Committee
- 2. Region 10 Director-Elect Nomination Form Template



Local Section Operating Procedures and Section Bylaws

https://mga.ieee.org/images/files/MGA Operations Manual 2021.1.11 FINAL.pdf

E. SECTION GOVERNING AND OPERATING DOCUMENTS

- Section Bylaws: All Sections are required to operate in accordance with the IEEE Constitution, IEEE Bylaws, IEEE Policies, and the MGA Operations Manual. The use of Section bylaws shall be allowed when required to meet the requirements of local laws. All such required Section bylaws shall be submitted for review to the Region Director, who will then forward to MGA staff for review and to obtain IEEE Legal and Compliance department legal approval before submission to the MGA Board for approval.
- Local Operating Procedures: Sections may maintain local operating procedures documents, which may be used to record the administration and operational processes of the Section. These documents shall not contain any exceptions to the MGA Operations Manual.
- Addendums: Sections requiring exceptions to the MGA Operations Manual shall submit an addendum request to the Region Director for review. If the request meets with the approval of the Region Director, it shall then be presented to MGA staff for review before submitting to the MGA Board for approval.



Local Section Operating Procedures and Bylaws

- Sections are not required to have Local Operating Procedures
- Section bylaws shall be allowed when required to meet the requirements of local laws. All such required Section bylaws shall be submitted for review to the Region Director, who will then forward to MGA staff for review and to obtain IEEE Legal and Compliance department legal approval before submission to the MGA Board for approval.
- If a Section wants to create Local Operating Procedures or are required to have Section Bylaws as per Local laws a template can be provided by MGA Staff upon request
- Local Section Operating Procedures and Section Bylaws must not contain any exceptions to the MGA Operations Manual or IEEE Bylaws and Constitution



MGA Section Election Process

- ► Review Section Election Policies and Procedures
- ► Following the Process
- ► Running the Election



Elements of a Successful Election

Review Election
Policies and
Procedures

- Determine election timeline
- Appoint your nominating committee
- Review communication plans

Follow the Process



- Call for Nominations
- Petition Process
- Finalize and communicate slate of candidates

Run the Election

- Run the election
- Announce results



Review Policies and Procedures

Review the Section Election policies within the MGA Operations Manual

9.0	GEOGRAPHIC ORGANIZATIONAL UNITS	7
9.1	Regions	7
9.2	Areas	84
9.3	GEOGRAPHIC COUNCILS	84
9.4	Sections	89
9.5	Subsections	9
9.6		
9.7	STUDENT BRANCHES	
9.8	STUDENT BRANCH CHAPTERS	11
9.9	AFFINITY GROUPS	
9.1	0 STUDENT BRANCH AFFINITY GROUPS	120

F. SECTION OFFICERS

- **G. Section Nominating Committee**
 - **H. SECTION ELECTION PROCESS**



MGA Operations Manual Sections to Reference

- **9.0.D** Write-in Votes- MGA and all of its organizational units may allow write in candidates for elections decided by members.
- 9.4.D.5 Section Management
- **9.4.F** Section Officers At a minimum the officers of the Section shall include a Chair, a Vice Chair, a Secretary, and a Treasurer. The Section may combine the offices of Secretary and Treasurer.
- **9.4.F.7** Term Limits
- **9.4.G** Section Nominating Committee
- **9.4.H** Section Election Process



Election Timeline Planning

Communication must be sent out 6 weeks in advance of the planned election date

Petition process must be finalized 28 days in advance of the planned election date



Election Slate Complete

Communication to Membership

Prepare ballot



Run Election
Announce Results



Call for Nominations

Initiate Election Process Set Up Nominating Committee Slate approved by ExCom and/or Region Director

Communicate Slate of Candidates and start of Petition Process

Final slate sent to all members 2 weeks in advance of the planned election date



Key Communications for Communication Planning



Call for nominations

Slate and opening of petition process

• Final slate of candidates

• Election opening

Announce results

• Approval and ratification of slate

Region Director
Communications

• Approval for 1 candidate slate if applicable



Appoint Nominating Committee

G. SECTION NOMINATING COMMITTEE

- Each Section shall appoint a Nominating Committee of three or more Section members not then officers of the Section. A member of the Section Nominating Committee who does not resign from the Committee prior to the meeting at which nominees are selected is not eligible to be nominated for any office to be filled by the Section ExCom.
- The duties of the Section Nominating Committee shall include the preparation of a slate of candidates recommended for the offices of Section Chair, Vice Chair, Secretary, Treasurer (or Secretary/Treasurer), and such other members of the Section elected at-large, to be submitted for approval by the Section ExCom.
- Except as noted in IEEE Bylaws, the slate shall include not less than two nor more than three candidates recommended for each office.
 - In the case where the slate, as submitted by the Nominating Committee to the Section ExCom for ratification, consists of a single candidate, the Section ExCom may recommend to the Region Director the approval of proceeding with the election process with a single candidate slate.
- The Section Nominating Committee shall also be responsible for the annual solicitation within the Section of names of potential candidates to be considered for positions on the Section ExCom.

MGA Operations Manual, Section 9

page 93

The Section Nominating Committee shall respond on behalf of the Section to calls for elected positions for Councils, and Regions as appropriate. Nominations for such positions shall be submitted to the Section ExCom, as appropriate, for ratification.

- 1. Appoint a Nominating Committee
 - 3 or more Section Members, not current officers of the Section
 - b. If a member of the Section Nominating Committee wishes to run for one of the Officer positions they must resign from the Committee prior to the meeting at which the nominees are selected
- Duties of the Nominating Committee include;
 - a. Preparation of the slate of candidates
 - Slate should include not less than 2 or more than 3 for each position
 - ii. If a position has only 1 candidate, Region Director approval must be obtained
 - Submit slate to the Section Excom for approval/ratification



Call for Nominations

In an appropriate amount of time prior to the date of election, the Section Nominating
Committee Chair shall issue a call for nominations for all positions elected at-large to all
voting members of the Section through an appropriate medium. Section members shall
submit nominations within one month of the call for nominations.



Preparing Slate of Candidates

- Nominating Committee reviews candidate names submitted by members
 - Verify eligibility of candidates
 - Confirm willingness to serve
 - Request position statements and biographies of candidates
 - Select 2, but no more than 3 candidates for each position
 - Create slate of candidates and submit to Section Ex Com for ratification
 - In the case where the slate that is submitted for ratification consists of a single candidate, the
 Section ExCom may recommend to the Region Director the approval of proceeding with the election process with a single candidate slate.
- Communicate slate and petition process to members
 - Must be sent to all voting members of the Section
- The slate of candidates for elected office shall be communicated to the voting members of the section not less than six weeks prior to the election date

Petition Process

- A petition process is required for all elections and is the responsibility of the Nominating Committee
 - All voting Section members must be notified of the slate of candidates and petition process opening
 - Initial slate is to be communicated and petition process to open 6 weeks prior to the election date
 - Petition process must be completed at least 28 days prior to the election date
 - Petition end dates must be included in the notification
 - Final slate is to be communicated two weeks prior to the election date



Petition Process

Verify ALL petitions meet criteria: The number of signatures required on a petition shall be determined as follows: For all positions where the electorate is less than 30,000 voting members, signatures shall be required from 2% of the eligible voters. For all positions where the electorate is more than 30,000 voting members, 600 signatures of eligible voters plus 1% of the difference between the number of eligible voters and 30,000 shall be required.

- All signers must a member of the section
- All signers must have provided either their member number or member mailing address
- All signers of petition must provide their signature
- Verify eligibility of petition names submitted
- Confirm petitioners willingness to serve
- Request Position Statements and Biographies of petition candidates
- Information on those who signed the petition must remain confidential



Running the Election using vTools

- Ability to automatically load the voters list based on members for your section
- Ability to send voting reminders via e-mail to the list of voters
- Predefined templates for your elected position candidates
- Voter authentication via IEEE web accounts
- Report your election results when you are done with your election in real time using the vTools Online Officers reporting
- Ensures the integrity of the process
- Ability to create professionally looking ballots
- Intuitive user interface for creating election ballots

http://sites.ieee.org/vtools/welcome-vtools-voting-page/



Announcing Results

- The entire slate of candidates for office shall be communicated to the voting members of the Section not less than two weeks prior to the election date.
 The election process shall be by secret ballot.
- The Section Chair shall submit the names of up to three members of the Section to serve as a Tellers Committee, to the Section for approval.
- After the tally of votes, the Tellers Committee shall report the results of the election to the Section MGA Operations Manual, Section 9 page 92 Chair.
- The Section Chair shall inform each candidate for office of the results of the election prior to announcing the results to the Section membership.



Election Common Questions

Can candidates give a campaign presentation during a meeting/event?

Yes, candidates can give a presentation during meetings/events provided that the same opportunity to address the electorate is offered to all the candidates for the same office position and all candidates are treated equally. The individual responsible for the meeting/event is responsible for determining the information to be presented, within the guidelines established by the governing body of the Organizational Unit.

The same applies to invitations for candidates to provide information for a publication. The editor or other individual responsible for the activity will determine the information to be published within the guidelines established by the governing body of the publication, provided that all candidates are treated equally and have the same opportunity.



Election Common Questions (Cont'd)

What can candidates do to promote his/her candidacy?

Candidates and their supporters can solicit election support provided that all campaign-related activities follow election guidelines in the IEEE Policies. In all campaign-related communication with potential voters, all solicitations must avoid practices that would be interpreted by a reasonably prudent person as intrusive or falling under the category of "spam". Candidates and supporters are prohibited from using IEEE social media, mailing lists, rosters, databases, or any derivative of it.

Can the Section (Chapter) or officers endorse a candidate or petitioner?

Organizational Units (OU) and their committees cannot endorse candidates or petitioners, pass resolutions that endorse an individual, or publish documentation that endorses an individual or quotes endorsement of individuals. An officer of an OU should not advocate for any specific individual where it may appear that they are doing so from a position as an officer.



Election Common Questions (Cont'd)

Can IEEE funds be used for electioneering?

IEEE funds may not be used for IEEE electioneering, except for expenses normally incurred in publicity and arrangement of meetings, and/or in publications. Candidates may be invited to appear at meetings to discuss their position, and they may be reimbursed for actual travel expenses by the Organizational Unit organizing the meeting.

The use of IEEE funds for electioneering purposes in any governmental election is prohibited.



IEEE Complaint Processes

- ► IEEE Complaint Process
- Election Complaints and Concerns
- ► IEEE Election Oversight Committee
- ▶ IEEE Ethics and Member Conduct Committee



IEEE Complaint Processes

Section/Chapter Elections

- Reports of violations, or concerns regarding potential violations of Section/Chapter can be made at the local level to the Section Chair and if necessary to the Region Director
- MGA Staff can assist with Section/Chapter Election concerns as needed
- Concerns and complaints can be placed within the IEEE Ethics Reporting Line if resolution at the local level is not possible

IEEE Annual Election

- Reports of violations, or concerns regarding potential violations, of IEEE Annual Election or petitions
- Contact the EOC at <u>corp-electioneering@ieee.org</u>
- All complaints must be accompanied by the IEEE Policies one believes that the violation occurred

IEEE Ethics Reporting Line

- Reports of violations, or concerns regarding potential violations, of IEEE Policies or the IEEE Code
 of Conduct can be filed anonymously through IEEE Ethics Reporting Line at +1 888 359 6323 or by
 submitting an online report
- Visit Learn more, click here to access IEEE Ethics Reporting Line FAQ for more information

Election Complaints and Concerns

- Section and Chapter complaints and/or concerns as previously stated, should be addressed at the local level and assistance from MGA can be sought if necessary
- It is IEEE's policy to inform all members of the views of all candidates, including candidates nominated by petition
 - Subject to rules or policies adopted by the Board of Directors, each OU governing body is responsible for establishing guidelines to implement IEEE campaigning policy in the best interest of its members
 - Operating units of each OU are accountable to this governing body to conduct campaigning activities in accordance with the guidelines
 - The Region Director is ultimately accountable to the Board of Directors to resolve questions concerning conformance of the guidelines with the IEEE campaigning policies
- Refer alleged violations of IEEE campaigning policies to the EOC
 - EOC will investigate the allegations of violations
 - If a violation is verified, and if, in the judgment of the Committee, the extent of the violation requires additional action, a recommendation will be provided to the Chair of the appropriate OU for disposition

IEEE Election Oversight Committee

- ► IEEE Election Oversight Committee (EOC) is appointed by the IEEE Board of Directors
- Adjudicating election-related matters in the IEEE Annual Election and other IEEE elections
- Election irregularities and challenges
- Provides advice and guidance on electioneering related matters
- Recommends appropriate changes to electioneering procedures
- ► Develops, maintains, and moderates the official Constitutional Amendment discussion forum, and assists forum participants in reaching consensus on statements for placement on the ballot
- ► Election Oversight Committee Operations Manual contains information related to the Committee, its charge, functions, composition, meetings, and activities
- Contact EOC at corp-electioneering@ieee.org



IEEE Ethics and Member Conduct Committee

- ► IEEE Ethics and Member Conduct Committee (EMCC) is appointed by the IEEE Board of Directors
- Makes recommendations for policies and/or educational programs to promote the ethical behavior of members and staff
- Considers instituting proceedings related to matters of member and officer discipline and requests for support
- Contact EMCC at ethics@ieee.org



Succession Planning: Officer Terms and Eligibility

As per IEEE MGA Operation Manual (Section 9F.7), the term of office for all officers shall be one or two years.

A Section must define 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.

... 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.





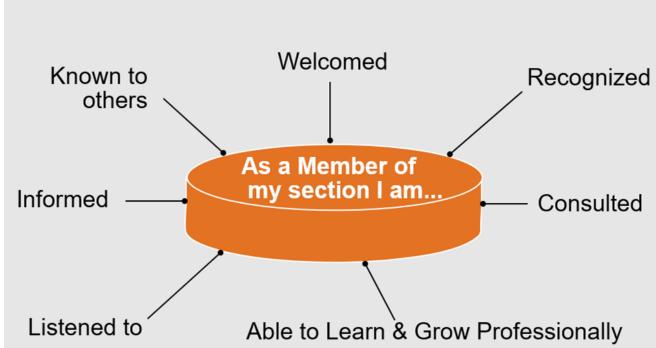
Section Vitality

- Section Vitality
- ► Self Assessment
- ► Report



Section Vitality

Section Vitality Provides Focus on a Positive Member Experience at the Local Level





Overview of Section Vitality Program

Need -

• In 2011, the Geographic Unit Operation Support Committee (GUOS) addressed the concern that many sections were struggling to engage their members and required support.

Solution -

- GUOS initiated a new Section Vitality Program to identify issues sections were facing and provide support as needed.
- In order to facilitate this program, GUOS created a volunteer position responsible for assessing section needs, identify potential solutions and coach section officers to implement change.
- Over the years the program has continued to evolve to provide tools, education, mentoring and encourage collaboration on key issues.



Section Vitality Program Highlights

Program Implementation -

- Assigned Region Vitality Coordinators for each Regions 1-10
- Webinars on Key issues facing Sections
- Case studies of successes and opportunities
- Section Checklist
- Section Vitality Self-Assessments Survey
- Identified most relevant activities members view of highest importance
- Section Web site Pilot introduced new web site program build or enhance their website
- Vitality Monthly Newsletters (2013,2014)



Section Vitality Self-Assessment

Objective -

- Gain insight into section focus and operations affecting vitality
 Produce a guide to help Sections increase its vitality
 Request additional comments or concerns

- Provide direction and focus for RVC in collaboration in working with Section

Year	# of Sections that Responded	Percentage
2018	40	70%
2019	36	62%
2020	39	66%



Section Vitality Report

IEEE S	ection Vitality Self Assessmer	nt Survey - 2020		
Vitality	y Score Summary			
	Performance indicator	Importance	Score *	
	Section Operations	5	0.72	
	Professional Development	10	1	
	Recognition	5	0	
	Chapter Activities/Affinity Group	70	0.33	
	Volunteer Recruitment	10	0.48	
	Total (Based on your importance weightings)			

As part of Section Vitality, the courses listed below have been identified in the Center for Leadership Excellence to support the Performance Indicators where your Section scored lower. Please select a few from the list below. Go to the top menu bar on the CLE homepage, and under 'Find Learning'. Click on 'Courses' to search for the content of your choice. See https://leee-elearning.org/CLE/

Recognition	IEEE Awards Program		
	IEEE Awards in Major Boards and Their Units -uploaded 3 separate presentations		
	IEEExtreme - World's Biggest 24hr Programming Competition		
Chapter Activities/Affinity	An IEEE Emphasis on the Horizon The Section – Student Branch Connection		
Groups/Students			
	Building Local Technical Communities in Chapters -uploaded 3 separate videos		
	Financial Management for Sections and Chapters -uploaded 2 separate presentations for same course		
	The benefits of IEEE-HKN: Engaging Students, Retaining Members and Serving Your Community		
	Smart Grid Success Story		
	Global Changes at the Poles - Threat or Opportunity?		
	The Rock Star Event Series		
	The Women in Engineering International Leadership Conference: A New Conference Case Study		
	Growing Student Communities Through Experiential Education		
	Broadcasting Section Technical Events through IEEE.tv		
	vTools Introduction		
	The Value of Conferences for Your Community		
	Non-traditional Conferences for Your Community		
	Engaging Young Professionals and Women Through Design Challenges		
	Society Programs Tuned for Global Outreach		
	Building a Technical Community in IEEE Collabratec		
	Women in Engineering Focus in Technical Activities		
	HardTech Entrepreneurship: How IEEE is Making Itself Relevant in the Next Startup Wave		
	Tackling Cyber-hate, Incitement, and Dangerous Fake News	╝	
Volunteer Recruitment	Micro volunteering: Answering the needs of young IEEE volunteers		
	MOVE - Mobile Outreach Vehicle		
	Service Learning through an EPICS in IEEE Project		
	Recruiting and Volunteer Succession Planning		
	Engaging Young Professionals		
	IEEE Foundation Grants Program		
	All About SIGHT	_	
	Engaging with Students as They Begin Their Careers at the MIT UGRC	_	
	Activities for Engaging with Your Members Locally and Globally	- 1	

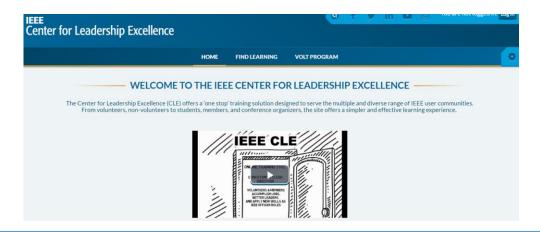


Section Vitality Report

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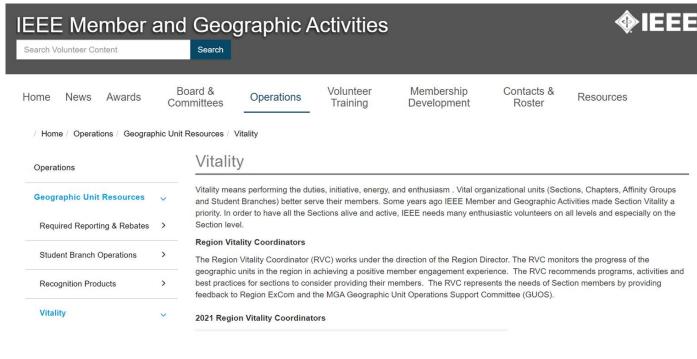
See https://ieee-elearning.org/CLE/





Tools and Resources

https://mga.ieee.org/resources-operations/geographic-unit/vitality





Section Rebates

- Section Rebate Process and Requirements
- ► Reporting for Rebates



Section Rebate Process and Requirements

Qualifying Criteria:

- Section:
 - -Submit financials via Netsuite
 - Report active officers in vTools
 - -Report at least 5 meetings in vTools for the prior year (2020) these meetings include the sum of all chapters and affinity groups that report up to that section.
- SubSection:
 - -Report active Officers in vTools
 - -Report at least 5 meetings in vTools for the prior year (2020)



Section Rebate Process and Requirements

Qualifying Criteria:

- Chapter:
 - -Report active officers in vTools
 - -Report at least two (2) <u>Technical</u> meetings for the prior year (2020),
- Affinity Groups:
 - -Report active Officers in vTools
 - -Report at least two (2) meetings in vTools for the prior year (2020)



Section Rebate Reporting

- Section Rebates are calculated around the 3rd week of April
- Rebates are submitted to finance for processing
- Email Communication goes out to all Sections that qualified with a copy of the
 - Section Rebate Statement to review
- Monies are distributed to Sections before the first of August



Staff Contact Information



Christie Giambalvo
Director Geographic Activities
Unit Operations - Geographic Activities
Member and Geographic Activities

732.562.6589 c.qiambalvo@ieee.orq



Nichole Farmer
Prog Mgr Operational Compliance
Unit Operations - Geographic Activities
Member and Geographic Activities
732.562.6014 nichole.farmer@ieee.org



Ewell Tan
Project Manager
Global Business Development - Singapore
Corporate Activities
011-656-778-2873 ewell.tan@ieee.org



Jennifer Jones
Sr Director Corporate Governance
Enterprise Strategy & Corporate Governance
Corporate Activities
732-562-6098 jones.jennifer@ieee.org



Carrie Loh
Program Manager Elections
Corporate Governance - Enterprise Strat & Corp
Governance
Corporate Activities

732.562.3934 c.loh@ieee.org



Tamara Gallo
Supv Member & Geo Act Admin
Unit Operations - Geographic Activities
Member and Geographic Activities

732.562.2692 t.gallo@ieee.org





