

IEEE WASHINGTON SECTION

Local Operating Procedures

Adopted Jan 1 2024

The current Institute of Electrical and Electronics Engineers (IEEE) Bylaws, Constitution, IEEE Policy Manual, and Member and Geographic Activities (MGA) Operations Manual shall prevail when there is a conflict between these documents and the Section's Local Operating Procedures.

1.0 – Identity

1.1 – Name

This organization's name is the **Washington Section** of the Institute of Electrical and Electronics Engineers, Incorporated (IEEE) referred to as "the Section" in these Bylaws.

1.2 – Territory

The territory of the Washington Section is the following:

- Washington, DC
- Charles County, Maryland
- Frederick County, Maryland
- Montgomery County, Maryland
- Prince Georges County, Maryland
- St. Mary's County, Maryland
- Washington County, Maryland
- Berkeley County, West Virginia
- Grant County, West Virginia
- Hampshire County, West Virginia
- Hardy County, West Virginia
- Jefferson County, West Virginia
- Mineral County, West Virginia
- Morgan County, West Virginia

1.3 – Purpose

The purpose of the Section shall be to carry out the mission of IEEE:

- a. Scientific and educational activities

Activities include the advancement of the theory and practice of electrical engineering, electronics, radio, communications, computer science, information technology, and the

allied branches of engineering and their related arts and sciences. These activities include the holding of technical meetings to discuss these topics and holding of social meetings for the benefit of members engaged in these topics.

b. Professional activities

These activities support the advancement of the professional standing of the members of Section. Activities can include meetings to discuss matters of professional concern to the members of our professions, collaboration with public bodies and with other societies for the benefit of the engineering professions as a whole, and activities to establish standards of qualification and ethical conduct.

c. Support to local IEEE Chapters, Affinity Groups, and Student Chapters

Recognizing that the various IEEE Societies have local Chapters and Affinity groups that are chartered to provide services for their members, the Section shall vigorously support these Chapters with financial and logistical assistance and encourage their viability and continuity.

d. Awards and Recognition

The Section will sponsor activities for identifying and awarding Section members for their contributions, achievements, and service to IEEE, the Section, and the profession. This recognition may take place at an awards dinner or other social events sponsored by the Section.

2.0 – Membership

2.1 – Residency

Section members shall reside or work within the boundaries of the Section, or shall reside or work in a neighboring Section and have requested and been granted Contiguous Section Membership status from IEEE MGA.

2.2 Eligibility

Section members with the grade of Member or higher may vote in Section elections. Section members with the grade of Member or higher may hold elected office or chair a Section committee. Students and Associate members may not hold office nor chair a committee.

3.0 – Officers

3.1 – Elected Officers/Directors

The elected officers of the Washington Section shall be

1. Chair (elected as Vice-Chair / Chair-elect in prior year)
2. Vice-Chair / Chair-elect
3. Treasurer
4. Secretary
5. Past Chair (served as Chair in prior year)
6. Director 1
7. Director 2
8. Director 3
9. Director 4

The Vice-Chair/Chair-Elect in a current year shall become the Chair in the following year. These 9 Offices comprise the elected members of the Executive Committee.

3.2 – Term

The terms of office of the Chair, Vice-Chair, Secretary, and Past-Chair shall be for one calendar year, beginning on 1 January.

The term of office for the Treasurer shall be for 14 months, beginning on 1 Jan and terminating after 1 year and 2 months, so as to overlap at least 2 months with the incoming newly elected treasurer. The reason for the 2-month extended term is that the Treasurer is responsible for submitting all Financial Compliance documents to MGA by a late February deadline detailing all Financial activity of the Section during the prior year.

The term of office for Directors shall be 2 years. Two Directors shall begin their term of office in odd-numbered years, and two Directors shall begin their term in even numbered years.

Outgoing officers shall continue until their successors take office. Officers may succeed themselves for one additional consecutive term. Directors may succeed themselves for one additional consecutive 2-year term. Any prior Officer or Director may initialize their consecutive service status if they have been out of office for a year.

3.3 – Absence and Vacancy

In the event that the Chair cannot fulfill the duties of the position, the Vice-Chair will succeed to the office of Chair.

Should an Officer or Director be absent from more than 3 consecutive monthly meetings without notifying the Chair or Vice Chair in advance of such absence, this post shall be considered vacated. Vacancies occurring during the year shall be filled by a majority vote of the remaining Section Executive Committee.

3.4 – Duties

The duties of elected Officers and Directors shall conform to the duties described in the MGA Operations Manual.

4.0 – Executive Committee

4.1 – ExCom

The management of the Section shall be carried out by the Executive Committee (ExCom).

Per MGA Operations Manual policy, the Section Executive Committee shall include 2 *ex-officio* members appointed by the Chair:

- Section Student Activities Chair (SSAC) (an IEEE Member or IEEE Graduate Student Member)
- Section Student Representative (SSR) (an IEEE Student Member or IEEE Graduate Student Member enrolled in an Student Branch)

The ExCom is thus comprised of 9 *elected* ExCom members and 2 *ex-officio* ExCom members.

4.2 – Quorum

A quorum shall be defined as 5 of the 9 elected ExCom members

The *ex-officio* ExCom members (the Section Student Activities Chair and the Section Student Representative) do not contribute to the quorum.

Should ExCom vacancies reduce the elected ExCom membership below 9, immediate action shall be taken by the Chair and the remaining ExCom to recruit new members to fill these vacancies until the elected ExCom membership is restored to 9 members.

A quorum must be present at any vote that authorizes spending.

4.3 – Responsibilities

The ExCom shall be responsible for establishing the policies of the Section, establishing memorandum of understandings (MOU) with contiguous Sections, and maintaining relations with Region 2, with MGA, with IEEE-USA, and with IEEE.

The fiscal year of the Section shall be 1 January – 31 December.

The Chair shall estimate the annual rebate and submit a yearly budget no later the second meeting of the year. The budget shall support the regular activities of the Section and the Chapters with a schedule of technical and social activities for the year and plan for long-term Section viability.

5.0 – Administrative Committee

5.1 – Meetings

The business of the Section shall be carried out during Administrative Committee (AdCom) meetings. The Section Chair shall convene regular AdCom meetings, except for July and December.

The AdCom meeting is open to all Section members. To support this, the AdCom meeting shall be publicized well in advance to the entire Section, using available direct email procedures provided by IEEE MGA (currently vTools). The Event Announcement must be composed to not just announce the AdCom meeting but also explicitly invite the Section members to attend.

The Chair shall implement reliable online access to the AdCom meeting.

In-person attendance and online attendance at the AdCom meeting shall be equivalent.

5.2 – Voting members

The AdCom voting members shall consist of

- Elected ExCom members
- *ex-officio* ExCom members
- Committee Chairs
- Chapter Chairs or their representatives
- Affinity Group Chairs or their representatives

These members must be present (in-person or online) at the AdCom meeting to vote.

5.3 – Minutes

Minutes of each meeting shall be recorded by the Secretary and submitted to the Section at the next meeting for corrections and approval, and then archived.

The Secretary will record in the minutes the following data:

- ExCom members present and absent from the AdCom meeting
- Whether any ExCom absences have created an ExCom vacancy
- Whether a quorum is present at the meeting
- List of all attendees
- The monthly Treasurers report showing current and cumulative transactions vs budget
- Issues discussed in the meeting
- Results of votes taken
- Issues to carry over to the next meeting

Routine procedural parliamentary formalisms do not need to be recorded in detail.

5.4 – Agenda

The AdCom agenda shall include

- Roll call of attendees
- Review and approval by vote of prior meeting minutes
- Chair's report
- Vice Chair's report
- Treasurer's report (current and cumulative spending vs budget)
- Directors' activity reports
- Standing Committee activity reports
- Select Committee activity reports
- Chapter activity reports
- Affinity Group activity reports
- Student Chapter activity reports
- Outside activity report (Science Fair, DCEAS, WAS)
- Continuation of old business
- Consideration of new business

5.5 – Rules

Robert's Rules of Order, Newly Revised shall govern the Section and its committees in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order that the Section may adopt.

6.0 – OU (Organization Unit) Support

6.1 – Encouragement

The Section shall encourage the formation of subsidiary OUs, including Technical Society Chapters and Affinity Groups. The Section shall support the efforts of these OUs to serve the members.

6.2 – Funding

Chapters and Affinity Groups will not be eligible for IEEE or Section funds until their prior year's financial report and prior year meeting reports have been submitted.

Chapters with IEEE bank accounts may apply for funding early in the year before their activities commence if they submit a proposal to the Section.

Chapters without IEEE bank accounts may apply for cost-reimbursement after expenses are incurred by submitting a financial report of the activity to the Section.

Joint Section Chapter funding shall be cost-shared with the Northern Virginia Section as determined by the current MOU (Memorandum of Understanding)..

6.3 – Reimbursement

OUs and others requesting cost-reimbursement shall submit their requests within 60 days of the occurrence of the expense. The Section will act on the reimbursement within 30 days of the submittal.

Section 7 – Standing Committees

The Section Chair shall appoint Directors or other Section members to establish and Chair these Standing Committees. Committee Chairs may appoint additional Section members to serve on their Committees as needed, and report their Committee activities at the AdCom meeting.

1. **Finance** – analyze budget and audit Section spending
2. **Communications** – maintain website and social media sites
3. **Chapter Coordinator** – monitor and advocate for Chapters and Affinity Groups
4. **Professional Activities** – promote activities for professional development
5. **Membership Development** – promote Senior member elevation, membership outreach and retention
6. **Student Activities** - monitor and advocate for IEEE Student Chapters
7. **Banquet/Social** – manage banquets, picnics and other primarily social gatherings
8. **Science Fairs** – support high school science fairs with judges and prizes
9. **Awards and Recognition** – nominate Section members for IEEE awards and honors
10. **Nominating Committee** – recruit candidate for officers and directors
11. **DCCEAS Delegate** – DC Council of Engineering and Architectural Societies
12. **Washington Academy of Sciences Delegate** – delegate to Washington Academy of Sciences

Select Committees may be established for special events.

The operation of Committees shall be consistent with the MGA Operations Manual.

Section 8.0 – Financial Transactions

8.1 – Compliance

All financial activities shall be in with the compliance with the IEEE Financial Operations Manual and the MGA Operations Manual.

8.2 – Authorization

Expenses are authorized if they are either

- allocated in the budget submitted by the Chair and approved by majority vote of the AdCom while a quorum is present
- authorized at any time during the year if approved by majority vote of the AdCom while a quorum is present

For efficiency and convenience, most routine, recurring, and expected expenses and activities shall be included in an annual budget submitted by the Chair.

8.3 – Limitations

Section funds can be used only for *normal operations* as defined by IEEE MGA.

Normal operations include activities of local IEEE Organizational Units (OUs) such as the Section, Chapters, Affinity Groups, Student Chapters, or IEEE Conferences, or other IEEE-sponsored activities held in the Section or in cooperation with contiguous Sections.

Normal activities include technical activities, professional activities, and social activities that are held for the benefit of IEEE members.

Activities that *fall outside of normal operations* include activities of non-IEEE organizations, donations, establishment of scholarship funds, investment of funds outside of the IEEE Investment Program, and any other activity controlled by outside organizations for which IEEE and its Organizational Units have little or no control or involvement.

Donations to other non-profits are strictly forbidden.

Additional information is available from IEEE MGA Financial Services staff.

8.4 – Exceptions

Exceptions to the above limitations are as follows:

1. Membership dues and participation fees for the following Section-affiliated organizations shall be explicitly allowed:
 - DC Council of Engineering and Architectural Societies (DCCEAS)
 - Washington Academy of Sciences (WAS)
2. IEEE Awards may be allocated and granted to pre-college high school Science Fair participants for which
 - The high school is located in the geographical boundaries of the Section
 - Section members are recruited to serve as judges to select the awardees
 - The judges may not be affiliated with the school or awardees
 - The project topic is within the scope of IEEE technical areas

8.5 – Coordination

The Treasurer shall be authorized to expend funds as approved by the Section ExCom. One Officer may serve as a Secondary Treasurer for convenience, by acquiring this authorization

from the MGA Financial Services staff. Cost reimbursements to the Treasurer, if needed, must be done by the Secondary Treasurer.

Section 9.0 – Elections

9.1 – Nominating Committee

The Chair shall appoint a Nominating Committee Chair who is not an Officers or Directors of the Section nor intending to become such in the next year. The Nominating Committee shall select a slate of Officers and Directors for the next year to stand for election.

9.2 –Petitions

The nominations of the Nominating Committee shall be announced to the Section membership at the October AdCom meeting and, following this, a minimum of 28 days allowed for additional nominations by petition. To be valid, the petition must be signed by at least 25 or more Section members or 1% of the Section's voting membership, whichever is fewer.

9.3 – Election

If only one nomination exists for each office, the nominees shall be declared elected by acclamation at the November AdCom meeting. If more than one nomination for an office exists, and the Section membership has had 28 days prior notification, a secret ballot election shall take place at the November AdCom meeting. The Chair shall choose one or more neutral Tellers to manage the balloting. Any Section members in attendance at the AdCom meeting may cast a ballot. The Teller shall implement a means to acquire the votes of online attendees. A plurality of the votes cast shall be necessary for election.

Section 10.0 – Adoption

Proposals for amendments to these Bylaws may originate in the Section ExCom or by a petition signed by 2% or more voting members. Changes shall be in accordance with the IEEE Bylaws, IEEE Policy and MGA Operations Manual.

Proposed changes shall be delivered to the Section's ExCom at least twenty days before the stipulated meeting at which the vote shall be taken.

The revised Bylaws, after being approved by two-thirds of the ExCom, shall be submitted to R2 for review and adoption.