

January [\(Click here for User Notes\)](#)

New Officers

assume office, January 1.

Chair of Section

Presides over first Section Executive Committee meeting. Formulates plans for the coming year (technical, non-technical, social).

Completes appointment of all Section Committee Chair and Section Representatives.

Preliminary BUDGET approved.

Secretary of Section

Reports names & addresses of Section Committee Chair & Chapter Chair to IEEE Headquarters.

Program Committee

Prepares Program of Section, Subsection and Chapter meetings for the coming year, including speakers.

Treasurer

Prepares section Financial Statement for the year ending December 31 for submission to IEEE Headquarters Accounting Department by February 1. This is a **REQUIREMENT** for all Sections to be eligible for Annual Section **REBATE**

Section Secretary

Report of all meeting activity of the Section, Subsection and Chapters for the past calendar year must be received in IEEE Headquarters by FEBRUARY 1. REBATES for meeting reports are based on the meeting records for the preceding calendar year.

Incoming Section Chair

Immediately following election, appoints Chairman of all Section Committees, as provided in the Section Bylaws.

Section Committee Chair to select their committees by February 1.

Outgoing Secretary of Section

Notifies IEEE Headquarters and the Regional Director of the names, addresses, and telephone numbers of all newly elected Section Officers.

Outgoing Secretary of Chapters

Notifies IEEE Headquarters of names, addresses, and telephone numbers of new elected Chapter Chairmen.

February

Chair

Reviews with Section Executive Committee

candidates recommended for the Office of Regional Director. (Elections are held in even numbered years.)

Names of proposed candidates for Regional Director transmitted to the Regional Nominations Committees, together with supporting information.

February 1

Treasurer Deadline for **filing Section FINANCIAL Report** for previous calendar year with IEEE Headquarters.

Secretary Deadline for **Filing MEETING Reports** of all Section Meetings held during the previous calendar year.

Above are requirements for receiving Annual Section Rebate.

March

Chair Submits **NAMES of candidates** for IEEE Standing Committees and Boards to IEEE Headquarters prior to April 1.

Attends Regional Committee meetings, if scheduled.

Takes appropriate action in submitting nominations for Fellow grade (must be received by the Fellow Committee by April 30)

March 31

Treasurer Receives first-half of rebate from IEEE Headquarters or review and deposit.

Chair and V.C. Rep Attend Virginia Council meeting when scheduled (usually the first Saturday of the month)

April

May

June

Chair and V.C. Rep Attend Virginia Council meeting when scheduled (usually the first Saturday of the month)

July

August

August 1

Chair : **APPOINT NOMINATIONS Committee** with approval of Section Executive Committee.

Determines that all Chapters established within the Section have plans for holding elections.

**Vice Chair
or Secretary**

Completes MASTER CALENDAR of all Section Activities for the coming year, including all Section, Subsection, and Chapter meetings.

Determines that the Section, Subsection and Chapters have held or will hold minimum number Of meetings for the calendar year (FIVE for Sections, FIVE for Subsections, TWO for Chapters).

September

Chair

Attend Regional Committee Meeting generally called at the start of the fall season by the Regional Director. [NOTE: The Regional Comm. Mtg. is now held in March or April.]

Receives second-half of rebate payment from IEEE Headquarters for review and referral to Treasurer for deposit.

Treasurer

Final BUDGET approved. Receives 2nd half of Annual Rebate from IEEE Headquarters for review and deposit.

Junior Past Chair

Assemble Nominating Committee, meet by Sept 15, announce slate to all members by Sept 25. Include notice relevant to nomination by petition.

**Nominations
Committee**

Reports on names of candidates for Section Offices.

Nominations announced to all voting members of the Section in time to allow a minimum of 28 days for nominations by petition before nominations are closed.

Complete slate of candidates, including names of eligible candidates submitted by petition (in accordance with the Section Bylaws) to be presented to the voting Section members.

The timing of these actions is governed by the Section Bylaws.

**Chair and
V.C. Rep**

Attend Virginia Council meeting when scheduled (usually the first Saturday of the month)

October

Chair Considers appointments to the Nominations Committee for next year's Section Officers. (In some cases, the Nominations Committee is a Standing Section Committee.)

Appoint committee of three tellers, not running for office, prior to Oct. 25.
Close nomination by petition

IEEE solicits names of candidates recommended for IEEE elective offices and for appointment to Institute Standing Committees and Boards.

November

Chair Receives names of newly elected Fellows from IEEE Headquarters. Makes arrangements for honoring new Fellows in the Section at an appropriate ceremony during the first quarter of the coming year.

Orders Certificates of Appreciation for outgoing Chair and other officers to be honored before December 30.

Secretary-Treasurer

Send ballot to all active Regular and Associate members By Nov. 10.
Ballots to be returned by November 30

December

Outgoing Section Secretary Prepares consolidated report of Section activities of during his term of office, submitting copies to the Regional Director and the Incoming Chairman.

Makes arrangements for the installation of officers at a suitable ceremony.

Arranges for transfer of all appropriate records to the Incoming Chairman.

Notifies IEEE Headquarters of all newly selected Section officers who have not been reported before.

Outgoing Section Treasurer

Prepares the annual report on the finances of the Section and has accounts in proper order for an audit.

Arranges for transfer of all financial records to the incoming Treasurer.

Outgoing Chapter Secretaries

Notifies IEEE Headquarters of all newly elected Chapter Chairmen who have not been reported before.

Incoming Section Chair	Develops recommended program of Section of activities for the coming year.

Incoming Section Treasurer	Prepares Preliminary Budget for review by the Section Chairman.

Chair	Sends IEEE Headquarters names of candidates nominated for IEEE elective offices.
	Votes, and returns ballot for Director-Elect to Region 3.

Teller Committee	Teller Committee collect and tally VOTES , report results per Section 8 of the Bylaws.

Chair and V.C. Rep	Attend Virginia Council meeting when scheduled (usually the first Saturday of the month)