IEEE

Central Texas Section

Local Operating Procedure

**Management**

Replaces Standing Rule on Management

Approved 29 August 2015

Local Operating Procedure

1. Definitions:

1. Executive Committee (ExCom), consists of:

(1). The Section Chair

(2). Vice Chairs

(3). Manager of Electronic Communications

(4). Secretary

(5). Treasurer

(6). Immediate two Past Section Chairs

(7). Chapter and Affinity Group Chairs

b. Section Committee (SecCom) consists of:

(1). The Section Chair

(2). Vice Chairs

(3). Manager of Electronic Communications

(4). Secretary

(5). Treasurer

(6). Immediate two Past Section Chairs

(7). Standing Committee Chairs (see LOP Standing Committees)

(8). Coordinators (see LOP Standing Committees)

2 Section Executive Committee (ExCom)

a. The management of the Section shall be by the Section Executive Committee (ExCom) which includes approving the policies and procedures by which the Section operates.

b. Meetings of the Section Executive Committee (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 Executive Committee (ExCom). The request for a Special Meeting must be circulated to all members of the Section Executive Committee (ExCom) at least 20 days prior to the meeting and state the business to be addressed by the Special Meeting. Only the prestated business may be addressed at a Special Meeting

(1). Documents related to the subject matters of the meeting should be circulated to Section Executive Committee (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 can not preclude motions made during the meeting.

(2). Other members of the chapter are welcome at Executive Committee meetings, but the chairman is the voting member.

c. Meetings of the Section’s Executive Committee (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 Section Committee (SecCom).

b. The Section Committee (SecCom) will meet as scheduled by the Section Chair, typically monthly.

c. Meetings of the Section Committee (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 Executive Committee (ExCom) Members, Section Committee (SecCom) members, the Standing Committee Chairs (see LOP Standing 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/](http://sites.ieee.org/ctx/cts-governa)).

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. Sections may have Student representation on the Executive Committee through appointment of one Student member and/or the Chair of the Section Student Activities Committee. It is recommended that every Section have a Section Student Representative (SSR), who is a voting member of the Section Committee, in Sections where there is at least one Student Branch.
4. A quorum is required for administrative meetings. A majority of the voting members 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*, 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 year. 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*, 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 proxie).”

(*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)