

CAS BoG Meeting
21 May 2006 - Kos, Greece
Meeting Minutes

Members Present:

Officers -

Ellen Yoffa
Georges Gielen
Ljiljana Trajkovic
Maciej Ogorzalek
Magdy Bayoumi
Joos Vandewalle
Massoud Pedram
Graham Hellestrand
Peter Kennedy
Pedro Julian
Bin da Liu

Members-at-Large

Ralph Etienne-Cummings
Wai Chi Fang
Marco Gilli
Un Ku Moon - SSCS rep to CAS BoG
Enrico Macii
Keshab Parhi
Tamas Roska
Edgar Sanchez-Sinencio
Wouter Serdijn
Gianluca Setti
Chuck Shaw
Dick Smith
Thanos Stouraitis
Tuna Tarim

Executive Director

Heidi Zazza

The meeting was called to order at 8:40 am by President Ellen Yoffa.

Motion:

To approve CAS BoG Meeting Minutes from San Jose, CA, November 2005

Motion passed unanimously

Motion:

To approve Meeting Agenda

Motion passed unanimously

President's Remarks (*Attachment 1*)

Yoffa gave an overview of the activities from the February 2006 Technical Activities Board meeting. In particular she reviewed IEEE President Lightner's "challenge:"

Suppose there were a base processing fee for IEEE membership and that products and services were disaggregated...

- ⇒ What products and services would each Operating Unit offer?
- ⇒ What are they worth to its members; what could they charge?
 - Note: Societies are already "unbundled"

In addition, Yoffa reviewed the highlights of the CAS ExCom meeting from March 2006 and the workshop that was held in conjunction. She also reviewed the results of the e-mail vote on the 2007 budget parameters and new initiative for young member development both of which passed.

Finances (*Attachment 2*) (*Attachment 3*)

Ogorzalek reviewed the 2006 year end forecast for CAS and noted the reduced membership revenue from the decline in membership as well as a decline in membership subscriptions to CAS publications. In addition there are increased production expenses over budget because of the approved increase in page budgets to help reduce backlog. Through April the CAS forecast is (\$227k) vs a budget of (\$100k). In addition, Ogorzalek addressed outstanding action items with regard to the amount of infrastructure dollars CAS has paid over the past several years, and where infrastructure dollars go to at IEEE headquarters.

Action: Zazza will prepare a cost of membership and income per member analysis for the next BoG meeting.

Constitution and Bylaws (*Attachment 4*)

Smith reviewed a number of outstanding items with regard to the CAS C&B and made the following motions:

Motion:

To approve the changes to the C&B concerning grievances

Motion passed unanimously

ORIGINAL LANGUAGE:

Constitution:

Article X:

Section 3. Grievances

Members of the Society who fail to obtain relief from their grievances by action of the Officers and Board of Governors may submit a written petition, signed by not less than twenty members of the Society, to the Chair of the IEEE Technical Activities Board. This petition shall state the nature of the grievance and the relief requested.

Bylaws:

ARTICLE VI - Committee Term of Office and Activities

Section 10. Grievance Board

When a member of the CAS society has a grievance against the Society or any of its volunteer members holding an active position such as selected BoG member, ExCom member, Editor in Chief or Associate Editor, Technical Committee Chair, Chapter Chair, and member of an appointed committee, the grievance should be sent to one of the members of the CASS Grievance Board with a copy to the President of CASS. This Grievance Board consists of the last three past CASS Presidents before the current Past President and is chaired by the Past President before the current Past President. With the agreement of all parties involved, the Grievance Board can be augmented as needed in order to add members who are subject matter experts in the topic of the grievance and/or who have had prior mediation experience. Additional individuals can be added for other relevant reasons depending on the circumstances. All members of the Grievance Board should be non-conflicted, having no prior involvement in the grievance situation. The grievance should clearly specify the grievance with facts, names and dates. The President will confirm the receipt of the grievance and will interact with the CASS Grievance Board in order to resolve it in a period of 2 months. In case the President is involved in the grievance, his/her role in the grievance resolution is assumed by the Past President. In case both the President and the Past President are involved, the CASS Grievance Board will handle it on their own. The Grievance Board shall initially ascertain if the subject of the grievance can be resolved through mediation. If the answer is affirmative, one or more members of the Grievance Board will meet (via conference calls or other electronic means) with the parties in a mutually agreed upon manner to resolve the conflict. The work of the Grievance Board shall remain confidential throughout the entire mediation process. At the conclusion of the mediation, the Grievance Board shall send a confidential report to the President and the parties. In case the grievance has not been resolved within 2 months, it can be filed to a higher level in

IEEE according to the procedure in the IEEE Constitution. The subject of the grievance, the people making the grievance, and members of the Grievance Board, shall remain confidential, except that it may be made available if requested by IEEE.

PROPOSED NEW LANGUAGE:

Constitution:

Article X:

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according to the procedure in the IEEE Constitution. A report on any unresolved grievance shall be submitted to the IEEE Ethics and Member Conduct Committee (EMCC). The subject of the grievance, the people making the grievance, and members of the Grievance Board shall remain confidential, except that it shall be made available if requested by IEEE.

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Motion:

To approve the changes to the C&B concerning number of endorsements needed for a petition candidate, to require all endorsements be collected electronically, and to remove language in the bylaws which states that BoG members can not be part of the nominations petition process.

Motion passed unanimously

ORIGINAL LANGUAGE:

Constitution:

ARTICLE IV - Management and Election of Officers

Section 2. Elections

Election of the Officers and Members of the Board of Governors shall be by a method detailed in the Bylaws, which method shall include a provision for nominations by petition of Society Members who are not Officers or Members of the Board of Governors.

Bylaws:

ARTICLE III - Nominations, Elections, and Special Representation

Section 3. Election of Members of the Board of Governors

Section 3.1 Call for nominations

The Chair of the Nominations Committee shall cause a call for nominations for members of the Board of Governors to be published and distributed to the entire Society membership, on or before April 15 of each year. The call must carry with it a statement setting a time limit for the submission of nomination petitions to the Society. A nomination by petition from the Society membership must contain valid signatures or authenticated electronic signatures submitted electronically through the IEEE annual elections website of at least thirty (30) Society members, excluding Students and Affiliates, and must be received by the President of the Society on or before June 15. The reception of any such valid petition shall automatically place that nominee on the slate, provided he/she is an IEEE and Society Member in good standing and meets all other requirements of the Constitution and these Bylaws.

Section 4. Officers elections

Section 4.1 Call for nominations

The Chair of the Nominations Committee shall cause a call for nominations of Officers of the Society to be published and distributed to the entire Society membership, on or before June 1 of each year. The call must carry with it a statement setting September 1 as the deadline for the submission of nominations.

Each nominee shall be consulted prior to the nomination to see if he/she will serve, if elected. If a nominee so requests, the name shall be withdrawn.

Section 4.3 Nomination by petition

A nomination by petition from the Society membership for President-Elect and Vice Presidents must contain valid signatures or electronic signatures, or authenticated electronic signatures submitted electronically through the IEEE annual elections website of at least thirty (30) Society members, excluding Students and Affiliates, and must be received by the President of the Society on or before September 1. The reception of any such valid petition shall automatically place that nominee on the slate, provided he/she is an IEEE and Society member in good standing and meets all other requirements of the Constitution and these Bylaws.

Proposed Modifications:

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after which, no additional endorsements will be allowed. The reception of any such valid petition shall automatically place that nominee on the slate, provided he/she is an IEEE and Society Member in good standing and meets all other requirements of the Constitution and these Bylaws.

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Motion:

The following instructions to the Nominations Committee will be added to the CAS Policy and Procedures Manual: The Nominations Committee shall consider all candidates participating in the petition process who have received a significant number of endorsements.

Motion passed with one abstention

Motion:

Minimum Number of Officer Candidates:

- The Nominations Committee shall ensure that there are a minimum of at least two candidates for each Officer position.

Motion passed

Motion:

Use Electronic Voting for CASS Elections:

- Change the Constitution and Bylaws to reflect the use of electronic voting for BoG and Officer elections

Motion passed

Motion:

- Filling an Officer Vacancy (Not President, President Elect or Past-President):
 - If an officer position becomes vacant through resignation or inability to fulfill the duties of office, the president shall appoint someone to fill the office until a new election can be held.
 - If less than six months are remaining in the term of office, the appointment shall serve out the term.
 - Otherwise, the Nominations Committee shall have 30 days to generate a new set of candidates.

Motion passed unanimously

Motion:

- Impact of Officer Positions on Elected BoG Member Term Limits:
 - Serving as a CASS officer shall not be considered as serving on the BoG for the purposes of the elected BoG Member term limit requirements.

Motion passed unanimously

NOTE – Constitutional amendments will be forwarded to CAS Membership before becoming official. Bylaw changes will be forwarded to VP TAB for final approval.

Membership (*Attachment 5*)

Trajkovic gave an overview of the activities that are taking place in each of the CAS regions along with discussion points and suggestions for chapter activities within the regions. Trajkovic also presented details on the continuing decline in CAS membership. She presented data on terminator counts, renewals vs. deletes (non renewals), year end statistics and stats by CAS region. In addition, Trajkovic presented the following proposal:

The IEEE Circuits and Systems Society has 74 chapters and members in 72 countries worldwide. Their conferences include the annual International Symposium on Circuits and Systems and the IEEE International Conference on Electronics, Circuits and Systems.

CAS Society membership currently brings IEEE Circuits and Systems Magazine (print)

- Differential access to Web pages with technical content for:
 - IEEE members
 - CASS members only
 - Conference registrations
 - CASS membership initiatives

Make CASS membership valuable through grass-root activities, targeted to local CASS members

Action: Trajkovic will conduct a study to determine how many CAS members attend CAS sponsored conferences.

Regional Activities Reports

Region 1-7 (Attachment 6)

Hellestrand reviewed the 2006 objectives and expenditures for his regions. He also discussed the Chapter Chair and Chapter Workshop kits he has developed along with other work plans for the year.

Region 8 (Attachment 7)

Kennedy discussed what is working (Conferences) and what is not (Membership, Communications/Support) within Region 8. Additionally, he reviewed next steps for his region:

- Chapter Development Awards (12/05)
- Ask CCs to read Region 7 Chapter Chairs Kit and to develop a recruitment plan (05/06)
- Investigate possibility of 3 new Chapters (Egypt, Iran, Portugal)
- Promote CAS at ISCAS (05/06), PRIME (06/06) & BioCAS (12/06)
- Chase non-performing Chapter Chairs (06/06)
- Encourage Members to upgrade to Senior Membership (08/06)
- Use DLP to recruit new members
- Localize Regions 1-7 Chapter Chairs Kit and distribute in Region 8

Region 9 (Attachment 8)

Julian discussed his strategy for the region of creating more chapters in locations with a lot of activity. He is currently coordinating efforts to create chapters in Peru, Porto Alegre BR, Uruguay and Costa Rica. In addition, Julian made a proposal for additional funding to be spent in 2006 to support outreach activities in Peru and Northern Brazil.

Motion:

To approve an additional \$1,000 in Region 9 for 2007 outreach programs. Fund will be utilized in 2006.

Motion passed with one abstention

Region 10 (Attachment 9)

Liu gave a status update on activities in Region 10. He also noted that his region showed a slight increase in CAS members from 2004 to 2005. He explained that the plan for recruiting CAS members in Region 10 is through local chapters and CAS-China Conferences. Therefore, a time-delayed impact is expected on the membership program.

Publications (Attachment 10)

Pedram discussed the backlogs, page budgets, and numbers of submissions for the CAS transactions. He noted that a "Best Editorial Practices" committee had been formed and was being chaired by Edgar Sanchez-Sinencio to look into how to improve the quality, visibility, and efficiency of the CAS editorial process. Pedram also reviewed the two new CAS publication proposals for J-ESTC and t-BCAS. He also noted the need for updating the CAS manuscript processing software.

Action: Pedram will study the pros and cons of upgrading Manuscript CAS vs migrating to IEEE Manuscript Central and come back to BoG with a detailed proposal.

Pedram went through the differences in Pre Print Posting vs Rapid Posting and agreed to study the trade offs between each mechanism and make a decision as to which posting mechanism is most beneficial for CAS.

Motion:

Expend up to a total \$150k in 2006/2007 to cut the backlog of TCAD and TCAS-II in half.

Motion passed with two abstentions

Motion:

To impose a hard page limit of 5 IEEE Style two-column format pages on Transactions briefs and 14 on the regular papers for TCAS-I, TCAD and TCSVT

Motion passed with one abstention

Conferences (Attachment 11)

Bayoumi reviewed the financial plans for conferences and noted that CAS is looking for 15% surplus from all financially sponsored/co-sponsored conferences, and an administration fee from the CAS technically co-sponsored conferences. In addition, he noted that he is establishing continuous relationships with conference organizers, and is looking to publish conference final reports in the CAS magazine or on line.

Bayoumi reviewed plans for ISCAS 2007 in New Orleans. ISCAS 2007 is planned to have a long lasting impact on the CAS society at several levels. It will be a chance to get students, undergraduate and graduate, involved. CAS chapters and student chapters will be invited in the conference organization and activities.

Furthermore, Bayoumi explained that the CAS Conference Division selected the Taipei proposal for hosting ISCAS 2009 contingent upon:

- 5% of surplus will be budgeted for local CAS chapters activities
- Use a professional software management system to handle the paper review process

- Involve all CAS Technical Committees as has been done in the past
- Submit a revised budget by August 1, 2006 that reflects at least a 20% surplus

Motion:

To accept the Conference Division's recommendation to accept Taipei's proposal to host ISCAS 2009

Motion passed unanimously

Conference Policy and Procedures (Attachment 12)

Trajkovic noted that one of the primary motivations for this committee is to provide ISCAS continuity. She discussed the potential of creating an ISCAS Standing Committee that will work in conjunction with local organizers. Additionally, Trajkovic referred to an action item from the November 2005 BoG to create a CAS Conference Policy and Procedures Manual, and more specifically a manual tailored specifically for ISCAS.

Long Term Strategy (Attachment 13)

Setti continued the discussion on the creation of an ISCAS Standing Committee and reviewed the proposed structure which would start with ISCAS 2009.

Motion:

To create an ISCAS Standing Committee composed of 5 members (TPC co-chair, invited session co-chair, tutorial co-chair and 2 CAS reps) which will be active and voting members of the ISCAS Organizing Committee. Members will be selected by the CAS President at least two years in advance of the conference year based on recommendations by the ISCAS Steering Committee. The Standing Committee shall be operative starting with ISCAS 2009 (2007 President will form committee for 2009)

Motion passed

1 against - Magdy Bayoumi

1 abstention - Bin-da Liu

Setti went on to discuss a concept for a new CAS "topics" oriented conference. Similar to what other societies are doing CAS could consider a "Multi-conference" (i.e. a symposium held with several related workshop held in parallel.)

Action: Setti will keep working on this idea and propose a more organized structure of the new conference by the November 2006 BoG meeting.

Action: Setti will investigate the possibility of developing 2 technology surveys and provide a report for the August 2006 ExCom meeting.

Action: Setti will develop a proposal for the creation of a CAS e-newsletter and provide a report for the August 2006 ExCom meeting.

Motion:

To include in each ISCAS budget at least \$15k for student travel grants. Selection will be made on the basis of the review process result and only if the paper is presented by a student.

Motion postponed until discussion on Young Member Development initiative

Action: Setti will institute Best Student Paper Award to be given during the ISCAS award ceremony; nomination procedures based on review process and selection based on additional poster presentation.

Distinguished Lecturer's Program (Attachment 14)

Roska proposed that the next appointment of DLP lecturers should place more emphasis on selected emerging technology directions and theoretically strong directions. Also, lecturers from Industry should be selected in higher numbers. Roska also proposed appointing a DLP Chair-elect during the next ExCom meeting who will work together with him to ensure a smooth transition for 2007.

Action: Roska will Chair an Ad-hoc subcommittee (Ralph Etienne - Cummings, Chuck Shaw) to propose (no later than August ExCom), a re-engineered DLP process including discussion of a DLP Chair pipeline and nomination process. This will require a bylaw change.

Systems Council Report (Attachment 15)

Fang gave an overview of the Systems Council activities through May 2006

Biotechnology Council (Attachment 16)

Yoffa presented for Sowan and explained that the Biotech Council has membership from 10 Scientific and Medical Associations outside of the IEEE. Yoffa went on to review the most popular areas of interest within the Biotechnology Council's field.

Council on Electronic Design Automation (Attachment 17)

Shaw gave some background on the formation of the Council and reported on new initiatives and future plans which includes discussions with SIGDA for future partnering.

Sensors Council

Yadid-Pecht gave a brief overview on Sensor Council activities.

Awards (Attachment 18)

Gielen reviewed the Awards procedures followed during the 2006 CAS Awards cycle. He also shared the names of the award winners with the BoG.

Motion:

As of 2007 CAS will allow nominations and endorsements for CAS awards in electronic form only

Motion passed unanimously

Motion:

Self nominations (including nominations from persons from the same employing organization) are not acceptable for CAS awards.

Motion failed - 8 in favor, 12 opposed, 2 abstain

Motion:

Self nominations are not acceptable for CAS awards

Motion passed

Motion:

Members of Awards selection committee should declare any conflict of interest and recuse themselves from the committee as warranted

Motion:

To amend above motion - take out "and recuse themselves from the committee as warranted" from above motion

Motion passed

Motion:

Members of Awards selection committee should declare any conflict of interest

Motion passed

Action: Gielen will chair a sub-committee to look at the awards nomination process (Peter Kennedy, Chuck Shaw, Dick Smith) - recommendation due by August 2006 ExCom

Fellows Committee (*Attachment 19*)

Friedman reviewed the procedures followed during the 2006 review of Fellows candidates that were nominated through CAS.

Young Member Development (*Attachment 20*)

Hellestrand reviewed the first draft of the proposal for spending the 2007 budgeted initiative funds of \$100k for Young Member Development.

Motion:

- Support for Chapter initiatives and infrastructure will be an annual budget item
- Support for local chapter and regional workshops be an increase in the annual budget item of regional VPs, and there will be metrics for measuring how effective these items are

Motion passed unanimously

Motion:

To accept distribution of \$100k initiative money in 2007 in the following fashion -

- Chapter Initiatives, Coordination & Administration: [\$35k] *
 - Enabling greater stimulation, energizing and measuring of our membership base, especially young members
- Workshop Support: [\$30k]
 - Emerging Technologies: \$5k
 - Workshops
 - Local Chapter: \$15k *
 - Regional: \$10k *
- Student & Young Member Author Support: [\$35k]
 - For CASS supported conferences, symposia and workshops
 - Student member author support - \$10k
 - Young member author support: \$10k

Motion passed with one abstention

Motion:

To include in ISCAS budget at least \$15k in student travel grants starting with 2008

Motion passed unanimously

The meeting was adjourned at 5:10pm.