

**D R A F T**

**IEEE PES CTS AUSTIN  
2011 Chapter Committee (ChapComm)  
Conventions  
2011 February 8**

This document is a compilation of conventional ways that the IEEE CTS PES Austin Chapter has done things over the past several years to serve as guidelines for future activities.

**Chapter Committee**

**Members:** All elected officers and past chairmen opting to be a member (currently 5)

**Officers:** Elected members ~~and Awards Subcommittee Chairman~~ (currently 7)

**Active members:** Officers and past chairmen ~~by~~ opting to participate in meetings (currently 13); Missing three regular ChapComm meetings in a row presumes opting out—Chairman contacts member

**Emeritus members:** Past chairmen opting to occasionally participate in meetings (currently 2)

**Availability:** Members photos, phone, and IEEE email addresses to be posted on the Website

**ChapComm Meetings**

**General Procedures:** *Robert's Rules of Order Newly Revised* (RONR) for small boards and committees: informal, discussion without motions or standing, seconds not required, and chairman participated

**Quorum:** Majority of officers (currently four of seven) for motions

**Motions:** For decisions only if there is disagreement; no seconds needed, adopted by majority of active members present.

**Emergency motions:** By email to all ChapComm members, adopted by majority of active members, ratified at next regular meeting

**Open and Preannounced Meetings:** regular monthly meetings, dates posted on Website for the year; changes and emergency meetings posted on Website for at least three days before

**On Time:** Meet at 11:30 AM, go to lunch by 11:40 AM, begin agenda by noon, and adjourn before 1 PM

**ChapComm Meeting Minutes**

**Format:** Meeting notes

**Content:** Informative; what the ChapComm considers important for the members to know

**Participants:** Active members and all others who participated

**Agenda Items and Actions Taken:** Normally since last regular meeting.

**Title:** one or two words

**Who Did What** (sentences): John arranged the meeting. Fred reported that revenue for the month exceeded expenses. The ChapComm members agreed that PES should promote the Austin High science fair. [no vote]. The ChapComm decided to sponsor the Austin High science fair [vote]

**Action Before Next Meeting** (phrases): “Completed”; “Continuing”; or who agreed to do what phrases [no periods]: John to set up the June meeting; ChapComm members to bring suggestions to the next meeting; the Award Committee to report on \_\_\_\_\_

**Next Regular Meeting Notice:** Matches Website

**Review:** Secretary to send notes, marked “draft,” to active members and participants.

**Corrections:** Participants to provide comments to all within one week and at the next meeting

**Posting:** After one week Secretary to send final copy without “draft” to Webmaster to post

**Additional Corrections after Posting:** Included in the next meeting notes.

**Backup to Secretary at Meetings:** Webmaster or volunteer.

## D R A F T

### Officer Succession

**Vacant Positions:** Normally Member at Large, Webmaster, and Awards Committee Chairman nominated by Nomination Committee; Awards Committee Chairman normally a Past Chairman

**Optionally Nominated:** Webmaster to another officer post based on Webmaster's desire to progress

**Automatically Nominated:** Normally member at Large → Secretary → Treasurer → Chairman Elect V-P

**Automatically Elected:** Chairman Elect V-P → Chairman

**Election:** Additional nominations for all officer positions and election of officers by members at the last presentation meeting of the year

**Appointed by ChapComm:** Nomination and Special Event Subcommittee Chairmen (normally Past Chairmen)

**Appointed by Chairmen:** Committee members

**Automatically Appointed:** ChapComm Chairman as ex officio voting member of all committees ~~and subcommittees~~ (is notified but has no obligation to attend and does not contribute to the quorum)

### Communications

**Multiple channels:** Most notices go out to members and potential members using two systems:

**Website:** Most public; notices for all members

**Email:** Consider open to the public; copy to all active ChapComm members; optionally for emeritus members; important notices for all members (Secretary provides email lists)

**Phone:** Less public; member selects public phone number; secretary maintains email and phone lists of ChapComm members

**In person:** Least public: Best for sensitive topics

**Official Address:** Home address of the Chairman

### Meetings

**General Meetings:** Regular monthly presentations or tours; posted on website, business normally limited to announcements and elections

**Schedule:** Attached to meeting minutes; posted on website soon after

**On Time:** Workers meet at 5:40 PM, registration and social begins by 6 PM; meals submitted at 6:40 PM; business meeting at 6:40, meals 6:50; program by 7:20 PM; end by 8:30 PM; room closes by 8:45 PM

**Meals:** Limited variety, 2 groups, discounts for members, discounts for students

**Budgeting for Meals:** Prices set to cover cost plus admin meetings; discounts for members Treasurer to manage and report break even counts

**ChapComm Admin Meetings:** Lunch covered for all attendees to encourage participation; budget line (operating and event) of combined meetings determined by the most content; appreciation dinner meeting in December normally limited by overall budget and expenses (not cash box)

**Subcommittee Meetings:** Lunch covered for all subcommittee members if in the approved budget

**Student Outreach:** Separated in the budget; discount for students; student members (free)

**Reports:** Monthly to ChapComm and quarterly to CTS

### Subcommittees

**Procedures:** Generally the same as ChapComm

**Notification:** Necessary for committee members; not necessary for PES Members

**Meeting notes:** At the chairman's discretion to document decisions and agreed actions to take

\* New item for consideration