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.
DRAFT

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

Updated 2011 February 5