

## **Policies & Procedures (P&Ps)**

These policies and procedures are specifically for IEEE ComSoc North America Region and they are part of the policies and procedures of the IEEE Communications Society (ComSoc). This is meant to be a living document. (P&Ps currently in force: March 2018).

### **7.7 Regional – North America (NA)**

#### **7.7.1 Scope (from Bylaws, *verbatim*)**

The North America Board (NAB) is responsible for stimulating, coordinating and promoting the activities of ComSoc members and chapters throughout the North America region.

#### **7.7.2 Objectives**

The objectives of the NAB shall be:

1. Promoting ComSoc membership
2. Fostering the provisioning of ComSoc's technical, professional development and information services
3. Advocating for the interest and opinions of ComSoc members and representing the interest of society members in establishing the policies and procedures of ComSoc
4. Initiating, stimulating and coordinating activities of ComSoc members and chapters
5. Supporting Information exchange and collaboration with other ComSoc boards, councils and committees on activities concerning international programs, events, and publications
6. Supporting Information exchange and collaboration with other ComSoc Regions
7. Supporting collaboration with Sister and related Societies

#### **7.7.3 Organizational Structure**

The Board reports to the Member and Global Activities Council (MGA-C).

Board membership and term limits shall be specified in the Bylaws.

As per the Bylaws, the Board shall have at least 5 voting members in addition to the Chair. The positions available on the Board shall be as listed below although it is at the discretion of the Chair to fill any or all of these positions.

- Director/Chair
- Vice Chair
- Secretary
- Regional Representatives (one for each NA Region 1-7)
- DLT/DSP Coordinator
- NAB Standing Committees
- Up to 12 Advisors

The NA Director shall be appointed as specified in the Bylaws and requires the NAB to submit a list of candidates to the President-Elect during an odd-numbered year.

The above officers shall be appointed for a two year term concurrent with the Director, as specified in the Bylaws. These officers should not normally serve in the same capacities for more than two consecutive terms.

Officers should be appointed taking into account the need for balanced representation reflecting geographic/administrative areas, industrial and academic affiliations.

The NAR Director shall be an IEEE ComSoc member residing in the NA Region, has established strong professional roots in NA, and has actively participated in local and regional IEEE ComSoc events and programs.

The candidate should be an active NAB member, who has attended at least two of the last four NAB meetings.

The candidate shall make every effort to commit his/her time for attending all ICC/GLOBECOM conferences in his/her 2-year term in order to chair the NAB meetings and represent the NAB in the various ComSoc meetings held at those conferences.

#### **7.7.3.1 NAB Standing Committees**

There shall be six Standing Committees reporting to the NAB:

- Technical Activities Committee (NAB-TAC)
- Awards Committee (NAB-AC)
- Information Services Committee (NAB-ISC)
- Membership Development Committee (NAB-MDC)
- Industry Relations Committee (NAB-IRC)
- Student Activities Committee (NAB-SAC)

At the discretion of the Director and with the concurrence of the NAB, the Director may choose to establish one or more of the above NAB Standing Committees in a given year. An NAB Standing Committee shall have a chair named from the Regional Representatives, may be supported by Vice Chair(s) and a Secretary, and shall have up to 5 voting members including Chair, Vice Chair, and Secretary.

The term of all Standing Committee members is concurrent with the nominal term of the NA Director.

The Vice Chair(s), the Secretary, and other voting members of the Standing Committees shall be appointed by the NA Director upon recommendation of the relevant Standing Committee Chair.

#### **7.7.4 Activities and Responsibilities**

##### **7.7.4.1 Director**

Duties of the Director include, but are not limited to, the following:

- Chairs the Board
- Represents the Board on the Board of Governors and on the Member and Global Activities Council (MGA-C).
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Should appoint a Board Vice Chair chosen among the Board voting members
- May appoint additional non-voting members as needed per the Bylaws
- May appoint the Past Director – NAB as an ex-officio non-voting member
- May assume leadership for specific projects, as delegated by the Board
- Shall represent ComSoc to the NA Region.
- May appoint ComSoc members as the NAB representatives to other ComSoc organizations and meetings.
- Shall endeavor to represent the interests of the ComSoc members in the NA Region.

- Shall prepare and distribute information on NAB activities to the appropriate ComSoc organizations and meetings.

#### **7.7.4.2 Vice Chair**

The NA Vice Chair shall serve as Chair of the Board when the Director is temporarily unavailable or incapacitated.

#### **7.7.4.3 Secretary**

The Secretary shall assist the NA Director through the following activities:

- Coordinating NAB meetings, arranging the meeting time schedule, reserving the meeting room and food, and encouraging NAB officers and the (potential) NA Regional ComSoc members to attend the meeting.
- Preparing reports for NAB meetings
- Recording the minutes of the NAB meetings.
- Keeping all NAB documents and records.
- Acting for the Director or Vice-Director and attending meetings as requested by the NA Director.
- Gathering information from ComSoc boards, councils, and committees.
- Coordinating the mutual interests and the cross-border issues among NAB Committees.
- Keeping contacts with the NAB officers and the NA office.
- Performing other activities required by the Director.

#### **7.7.4.4 Regional Representatives**

The Regional Representatives shall provide regional advice to the NA Director and coordinate regional activities with chapter chairs. The Regional Representatives shall establish/maintain a relationship with the chapters in their region. In addition, at the discretion of the Director, each Regional Representative may be appointed Chair of one of the NAB Standing Committees.

#### **7.7.4.5 DLT/DSP Coordinator**

The DLT/DSP Coordinator shall help chapter chairs in identifying the need for distinguished lecturers and speakers, and in selecting corresponding lecturers. The coordinator develops the overall DLT and DSP plan for the region, helps to schedule the lectures, and recommends the regional DLTs and DSPs for the approval of the NA Director.

#### **7.7.4.6 Advisors**

The Advisors shall provide advice to the NA Director and other NA officers.

#### **7.7.4.7 Board**

Responsibilities of the Board shall be as specified in the Bylaws and the MGA Council P&Ps.

#### **7.7.4.8 NAB Standing Committees**

Each Committee shall perform the chartered functions described below.

##### **7.7.4.8.a Membership Development Committee (NAB-MDC)**

The Membership Development Committee shall pursue membership development in cooperation with the NA Office and other related ComSoc and NAB organizations and shall provide information and shall analyze statistics related to membership in the NA Region.

##### **7.7.4.8.b Technical Activities Committee (NAB-TAC)**

The Technical Activities Committee shall help chapter chairs in identification and support in organizing technical meetings, workshops, conferences, and publications. The Committee develops the overall technical

activities plan for the region, helps to schedule the events and recommends the events for the approval of the NA Director.

The Technical Activities Committee shall perform the following tasks:

- Propose technical sessions/workshops for the ComSoc conferences;
- Foster session/workshop organizers from the NA Region;
- Solicit qualified reviewers from the NA Region and propose them to the Technical Program Committees of ComSoc conferences as required;
- Propose editors and guest editors to the ComSoc publications as required;
- Encourage NA members to be involved directly in the ComSoc Technical Committee activities;
- Coordinate independent Workshops/Mini-Conferences in the NA region;
- Distribute information on international meetings and conferences related to IEEE ComSoc and its Sister Societies;
- Distribute call for papers and other technical information to NA Regional ComSoc members;
- Coordinate and support IEEE ComSoc supported international meetings and conferences in the NA region;
- Pursue the visibility of the NA in the above international conferences.

#### **7.7.4.8.c Awards Committee (NAB-AC)**

The Awards Committee shall help chapter chairs in identifying candidates for the regional NA awards. The members of the Awards Committee are appointed by the Director in consultation with the Awards Committee Chair.

#### **7.7.4.8.d Information Services Committee (NAB-ISC)**

The Information Services Committee shall help local chapter chairs in the identification and installation of information services, such as email servers, websites, community boards and others.

The Information Services Committee shall perform the following tasks:

- Managing and updating the NA Region WWW Homepage
- Liaison with the IEEE Global Communication Newsletter (GCN)
- Collaborating with the NA Office in information service related matters.
- Managing the NA Regional e-mail list.

#### **7.7.4.8.e Industry Relations Committee (NAB-IRC)**

The Industry Relations Committee plans and executes the ComSoc Industry Now Program in the NA Region.

#### **7.7.4.8.f Student Activities Committee (NAB-SAC)**

The student Activities Committee plans and executes specific regional plans targeting ComSoc student members in the region.

### **7.7.5 Transaction of Business**

All Board business and Standing Committees thereof shall be conducted in compliance with Clause 2.0 of ComSoc's P&Ps.

#### **7.7.5.1 Meetings and Email**

The NAB meetings shall be held in locations convenient to its members at least twice a year. Unless otherwise notified, the regular NAB meetings shall be held during the ICC and GLOBECOM, conferences or NA RCCC conferences.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis. The procedure for calling regular or special meetings of the Board shall be specified in the Bylaws.

### **7.7.6 Activities and Programs Managed by the Board**

The activities, programs, and related policies managed by the Board shall be defined by the Board.

#### **7.7.6.1 North America Region Exceptional Service Award**

Motion Approved (BoG 6/2009)

Goal - to recognize ComSoc members in the North America Region for their activities and contributions for the success of their local chapters and regions

##### **7.7.6.1.a Award**

- “IEEE ComSoc North American Regional Exceptional Service Award”
- Award consists of a plaque and honorarium of USD \$400
- Maximum of 3 awards shall be granted each year

##### **7.7.6.1.b Selection Process**

Nominations are made by NA chapters

The North America Board Awards Committee is responsible for selecting award winners from among the nominated candidates.

### **7.7.7 Approval of P&Ps**

All changes to these Board P&Ps shall be approved by the Board and by the MGA-C before taking effect.