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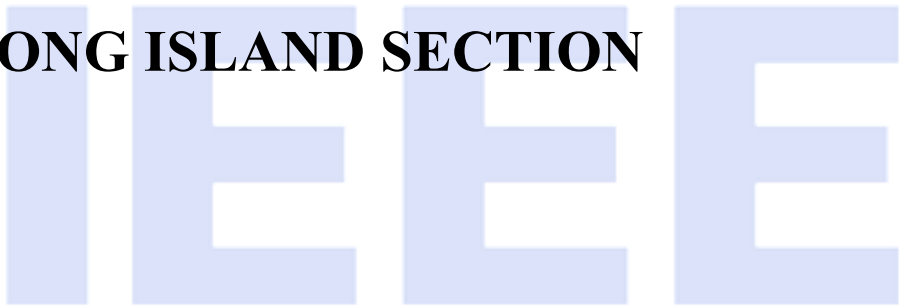
**Institute of Electrical and Electronics Engineers, Inc.**

**OPERATIONS MANUAL of the**

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**IEEE LONG ISLAND SECTION**

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Approved: July 7, 2019

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## **I PREAMBLE**

55 In all instances, the Institute of Electrical and Electronics Engineers (IEEE) Bylaws, Constitution, MGA Operations Manual, and IEEE Policy and Procedures will prevail when there is a conflict between these documents and the Long Island Section Operations Manual.

60 The rules contained in “Roberts’ Rules of Order – Newly Revised” shall govern in all cases to which they are applicable, and in which they are not inconsistent with the above governing documents.

## **II NAME**

The name of the Section is “The Long Island Section of The Institute of Electrical and Electronics Engineers, Inc.”, herein referred to as the “LI Section”.

## **III SECTION TERRITORY**

65 The LI Section territory shall encompass the counties of Nassau and Suffolk in New York State. Members of the LI Section are those members of the IEEE of all grades of membership who are registered with IEEE headquarters as being members of the LI Section.

## **IV MEETINGS**

### ***A Executive Committee Meetings***

70 The LI Section shall schedule at least five (5) Executive Committee (ExCom) meetings each year at times and places to be determined by the Executive Committee. Meetings may be held either in person or by IEEE-approved electronic means. The presiding officer of an ExCom meeting shall be the LI Section Chair, or in his/her absence, the following officers in priority order: Vice Chair; Secretary; Treasurer.

75 A majority of voting members of the Executive Committee, including at least one officer, shall constitute a quorum for the transaction of business. A majority vote of those present shall be necessary for the passing of any motion, unless otherwise noted herein. In no case shall one person be entitled to more than one vote, notwithstanding the number of voting positions in which he/she may currently serve. Notwithstanding the above, electronic voting may be  
80 accomplished by IEEE-approved electronic means (vTools) and is governed by those electronic voting rules.

85 Executive Committee meetings shall be open to all members of the LI Section, except that the presiding officer may designate a meeting or a portion of a meeting to be in “executive session,” wherein the meeting shall be restricted in attendance to the voting members of the Executive Committee, and those the Chair permits to remain in the meeting.

## **B Section Social Meetings**

The LI Section shall schedule at least four (4) Section social meetings each year at times and places to be determined by the Chair of the Section Social Meetings Committee. Section social meetings are open to all IEEE members and their invited guests.

## 90 **V OFFICERS**

The elected officers of the LI Section shall be a Chair, a Vice Chair, and either a Secretary and a Treasurer, or a Secretary/Treasurer. LI Section officers must be members of the LI Section holding the grade of Member or above. Any one person cannot simultaneously hold more than one office.

95 The terms of these officers shall be one year, extending from January 1 to December 31, but in any case shall continue until their successors are duly elected and take office. The period of service of any one person in the offices of Chair or Vice Chair shall not exceed two consecutive terms.

### **A Officer Duties**

100 The Chair shall:

- Serve as the prime representative of the LI Section to Region 1 and to the Metropolitan Section Activities Council (METSAC)
- Develop the agenda for and chair all meetings of the Section and Executive Committee.
- Direct the activity and define added responsibility of the other officers and of past Chairs.
- Appoint all Standing Committee Chairs and members.
- Create *ad hoc* committees as required, and appoint members, including a chair, to each such committee.

The Vice Chair shall:

- Serve as acting Chair in the event the Chair is not available.
- Chair the Section Social Meetings Committee.
- Additional duties may be assigned from time to time by the Chair.

The Secretary shall:

- In collaboration with the Chair, create and distribute the agenda prior to all meetings, and notify Executive Committee members of the date, time, and place of each meeting.
  - Attend all meetings of the Executive Committee and shall record detailed minutes thereof.
  - Prepare written minutes of Executive Committee meetings, and distribute them to Executive Committee members in a timely fashion.
  - Prepare for publication in PULSE, by E-notice email, or by direct mailing, all official notices to the membership.
- 115
- 120

- Maintain a calendar of all activities of or related to the LI Section.
- Maintain and update the official IEEE Officers Database.

The Treasurer shall:

- Be responsible for LI Section funds, which shall be deposited as required in IEEE CBRS accounts. The Treasurer and the Chair shall be the only members empowered to draw upon LI Section funds.
- Receive payments for deposit into LI Section accounts, and shall be the member who ordinarily disburses funds and discharges fiscal obligations. A Section Expense Report is required to be submitted for reimbursement of expenses. Approval of the Executive Committee is required if an expense is not in the Section Approved Budget.
- Maintain the financial books of the LI Section.
- Prepare a monthly financial report for the Executive Committee.
- Prepare and transmit to IEEE headquarters the required annual fiscal report.
- Assist subunits (e.g., chapters, affinity groups) in the preparation and monitoring of budgets for all activities.

### **B Election of Officers**

The LI Section Chair shall appoint a Nominating Committee consisting of three or more members not considering becoming a candidate for elections. The Section Chair shall appoint the Chair of the Nominating Committee. The duties of the Nominating Committee shall be in accordance with the IEEE MGA Operations Manual and with the requirements herein.

Nominations for LI Section officers shall be by two means:

1. The Nominating Committee shall nominate a full slate of recommended candidates, a minimum of two (whenever possible) and a maximum of three for each position, and shall present the slate to the LI Section Executive Committee for approval on or before August 1<sup>st</sup>. The Section Chair shall announce the ExCom-approved slate to the Section by e-Notice, and that announcement shall also be published in the next issue of the PULSE. Both announcements shall include the procedure for petition nominations.
2. Nominations may be made by petition after the Section has announced the slate by e-Notice. Petition nominations must be in writing and bear the signature and member ID of at least twenty (20) voting members of the LI Section. The petition and the signatures must be delivered to the Chair of the Nominating Committee no later than 30 days after the Section announcement of the slate by E-notice. A scanned copy of the nomination petition delivered by Email is sufficient.

An election shall be held using IEEE vTools voting. The ballot shall be prepared by the vTools Chair, presenting all candidates nominated as above. No write-in candidates shall be allowed. The election shall run for 30 days.

160 An officer will be deemed elected if he/she receives a plurality of the votes cast. The vTools  
Chair shall report the results of the election to the Executive Committee by November 1<sup>st</sup> . In the  
event of a tie vote the LI Section Executive Committee shall choose between the nominees.

The election results shall be published in the first issue of PULSE after the election is verified.

165 Should a vacancy occur in the office of Chair of the LI Section, the Vice Chair shall take  
his/her place. A vacancy in any other office shall be filled through appointment by the Chair,  
with the approval of the Executive Committee. In either case the new officer shall complete the  
unexpired term of the person he/she succeeds. Should a vacancy occur for an officer-elect, a  
170 replacement shall be appointed by the then presiding Chair, with the approval of the Executive  
Committee.

In the above paragraph, a vacancy is defined as either a written statement of resignation or  
abandonment of office.

170 Upon receipt of a written resignation, the replacement process shall take place as described  
above. If there is abandonment, a different process shall take place.

175 First the abandonment must be recognized. For the abandonment to be recognized, the  
officer's performance shall be duly and carefully considered by the Section Executive  
Committee. Situations calling for such consideration include a series of unexcused absences  
from ExCom meetings, and a loss of contact with ExCom. Vacancy by abandonment shall be  
confirmed by a two-thirds majority of the Section Executive Committee members present at an  
ExCom meeting. Upon confirmation of the vacancy, the replacement process shall take place as  
defined above.

180 **VI EXECUTIVE COMMITTEE (SECTION MANAGEMENT)**

**A Government**

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  
185 “elected” officials, as is the Past Section Chair. All Chapters and Affinity Groups in the Section shall have voting representation on the Section ExCom.

**B Composition**

Members of the Executive Committee comprise two classes: those who have a vote on the Executive Committee (voting members) and those who do not have a vote on the Executive  
190 Committee (non-voting members). Only voting members may introduce and second motions at Executive Committee meetings.

The Executive Committee shall consist of the following voting members:

- Officers (Chair; Vice Chair; Secretary; Treasurer)
- Past Section Chair
- 195 • Chairs of all Society Chapters administered by the LI Section
- Chairs of the Affinity Groups
- Chairs of all Standing Committees
- Section Student Activities Chair
- Section Student Representative

200 The Executive Committee shall also consist of the following non-voting members:

- Liaison appointees
- Chairs of all ad-hoc committees
- METSAC Chair (*Ex Officio*)
- Area Chair (*Ex Officio*)
- 205 • Region Director (*Ex Officio*)

**C Affinity Groups**

The following constitute the Affinity Groups of the LI Section:

- Life Members
- LI Consultants Network
- 210 • Young Professionals
- Women in Engineering

#### **D Standing Committees**

Standing committee chairs shall be appointed by the Chair of the LI Section; they shall serve at the pleasure of the appointing Chair; their terms shall expire with that of the appointing Chair.

215 The following are LI Section standing committees:

- Awards and Recognition Committee
- Awards Banquet Committee
- History Committee (including Historical Milestones)
- IT Coordination Committee (vTools, OU Analytics)
- 220 • Membership Committee
- Nominating & Appointments Committee
- Professional Activities and Employment Assistance Committee
- Student Activities Committee

#### **E Ad Hoc Committees**

225 The Section Chair may appoint ad-hoc committees to serve the Executive Committee. In no case shall the term of an *ad hoc* committee survive the term of the appointing Chair.

#### **F Liaisons**

The Section Chair shall appoint all liaisons to other organizations.

The following are Section liaisons:

- 230
- Engineer Joint Council of Long Island
  - Two METSAC liaisons (normally, the Section Chair and a Past Chair)



## **VII SOCIETY CHAPTERS**

### **A Formation**

235 The LI Section shall encourage formation of Society Chapters and membership in Societies.  
A Chapter is defined in the IEEE MGA Operations Manual, Section 9.6.

A Society Chapter or Joint Society Chapter may be created within the LI Section by submitting a petition to the Executive Committee in accordance with the requirements of the IEEE MGA Operations Manual. Multi-Section Chapters require the approval of all of the  
240 Sections involved and agreement as to which Section is to administer the multi-Section Society Chapter. In the case of a petition for a multi-Section Chapter, the LI Section Chapter Chair is to maintain communications and negotiate with the other Sections involved.

### **B Organization**

A Society Chapter shall elect at least a Chair. He/she and any other elected officers must  
245 be at least Graduate Student Member or higher grade and in good standing. The terms of these officers shall be one year, extending from January 1 to December 31, but in any case shall continue until their successors are duly elected and take office. A Chapter Chair may serve more than one consecutive term, however, the Chapter Chair shall not be eligible for reelection if the Chapter held less than two meetings in the prior year under his/her tenure.

## **VIII FINANCE**

### **A Fiscal Year**

The fiscal year of the LI Section shall begin on the first day of January and end on the thirty-first day of December.

### **B Budget**

255 An operating budget for the LI Section shall be adopted for each fiscal year, and shall be in place before the beginning of the fiscal year. A single itemized budget shall cover all Section operations, committee operations, LI Chapter operations, and special Section activities. The adopted budget shall be such that total expenditures are not more than the total income as stated in the Treasurer's report as of November 30<sup>th</sup>.

260 After budget adoption, each operating entity of the budget shall control expenditure so that surplus is not less than budgeted, or deficit is not greater than budgeted.

The budget may be amended in whole or in part at any time during the fiscal year, except that no amendment shall result in total expenditures exceeding total income by more than 10%, unless approved by a 2/3 majority of the voting members present at an Executive Committee  
265 meeting.

### **C Audit**

270 The Executive Committee shall arrange for an audit of the books of the Treasurer whenever it is considered necessary or upon request by the IEEE MGA. The audit shall be performed by a committee established for this purpose. The Treasurer shall not participate in the audit except to provide records.

### **D Bank Accounts**

Section shall establish a bank account for all activities within the IEEE concentration banking program per IEEE MGA Operations Manual 9.4.I, and be subject to all rules therein.

## **IX PULSE**

### **A Publication**

275 The LI Section shall publish online and by email a periodical entitled “The PULSE of Long Island” (PULSE) each month except July and August, subject to the IEEE MGA Operations Manual Section 11. This periodical shall announce all Section ExCom meetings and shall contain sufficient detail to serve as the official notice of the meetings. All operations of PULSE except those designated under IX.B, shall be under the direction of the PULSE Editor.

### **B Finance**

285 Paid advertising may be carried by the periodical. Financial matters pertaining to PULSE shall be handled by the Treasurer. A written financial report of the previous month’s PULSE operations shall be submitted as a separate item in the Treasurer’s report to the Executive Committee.

### **C Distribution**

PULSE shall be emailed to all LI Section members. The Regional Director and/or designee and additional IEEE leadership shall receive a copy of each issue.

## **X WEBSITE**

### **A Publication**

290 The LI Section shall publish an online website with the URL “[www.ieee.li](http://www.ieee.li)”. This website shall announce all Section meetings and events, and shall contain sufficient detail to serve as the official notice of these meetings and serve as the archive for all PULSE newsletters and ExCom minutes. All operations of the website except those designated under X.B, shall be under the direction of the webmaster.

## **B Finance**

300 Paid advertising may be carried by the webmaster. Financial matters pertaining to website shall be handled by the Treasurer. A written financial report of the previous month's website operations shall be submitted as a separate item in the Treasurer's report to the Executive Committee.

## **XI AMENDMENT OF OPERATIONS MANUAL**

This Operations Manual has been adopted in accordance with the Bylaws of the IEEE, the IEEE MGA Operations Manual, and may be amended.

Amendments to the Operations Manual may be proposed as follows:

- 305 a) by the Executive Committee
- b) by presenting to the Executive Committee the proposed amendment, in writing, accompanied by a petition bearing the signatures of at least fifteen (15) voting members of the LI Section.

310 Notice of the proposed amendment shall be given to Executive Committee members at least 15 days prior to a meeting at which a vote on the proposal is to be taken. A two-thirds majority of the Executive Committee voting members present is required to adopt the amendment. An IEEE-approved electronic voting system may be used to vote electronically on the amendments. Amendments shall be effective immediately upon notice of approval.

315 Adopted amendments shall be transmitted to the Director of Region 1 to satisfy the requirements of the IEEE MGA Operations Manual.