



***Region 1***  
*The Center of Technology*



**IEEE Region 1**

BYLAWS

of the

BOARD OF GOVERNORS

of

**REGION 1**

**Northeastern United States**  
***The Center of Technology***

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# IEEE REGION 1 (NORTHEASTERN REGION) BOARD OF GOVERNORS BYLAWS

## 1.0 **THE REGION**

### 1.1 **NAME**

The name of this organization shall be "The Board of Governors of Region 1 of the Institute of Electrical and Electronics Engineers, Inc.", (IEEE) referred to herein as "BoG".

### 1.2 **TERRITORY**

1.2.1 The geographic territory of this organization shall be the one designated as Region 1 by the IEEE. Its territorial area includes all of the States of Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont, and the Northern and Central portions of the State of New Jersey.

1.2.2 The Region shall be sub-divided into four Areas, namely, Central, Northeastern, Southern, and Western.

1.2.3 The Areas will contain the following Sections:

AREA	SECTION ID	SECTION	Established
<b>Central</b>	01	Berkshire	3/25/1904
	19	Mid-Hudson	6/1/1960
	21	Mohawk Valley	11/11/1953
	35	Schenectady	1/26/1903
	37	Springfield	6/29/1922
	41	Green Mountain	4/1/1960
<b>Northeastern</b>	05	Boston	2/13/1903
	17	Maine	6/30/1955
	23	New Hampshire	9/3/1953
	31	Providence	3/12/1920
	43	Worcester County	2/18/1920
<b>Southern</b>	09	Connecticut	4/16/1921
	15	Long Island	5/6/1952
	25	New York	12/10/1919
	27	North Jersey	5/5/1954
	29	Princeton-Central Jersey	7/1/1947
	45	New Jersey Coast	3/20/1965
<b>Western</b>	03	Binghamton	3/7/1952
	07	Buffalo	2/10/1925
	13	Ithaca	10/15/1902
	33	Rochester	10/9/1914
	39	Syracuse	8/13/1920

1.2.4 Additions or changes to the boundaries of the Region or to the Sections therein resulting from actions of the Board of Directors of the IEEE shall similarly modify the territory of the Region and the assignment of Sections to the Areas. Any necessary temporary assignment of Sections to Areas shall be made by the Regional Director and submitted for approval by a majority vote at the next regular BoG meeting.

1.2.5 The Region contains the Metropolitan Sections' Activities Council (METSAC) as organized under Section 402-Geographic Organization of Members- of the IEEE Bylaws.

### **1.3 MANAGEMENT**

The Region shall be governed by a BoG and an Executive Committee, organized and operated by these Regional Bylaws.

### **2.0 BOARD OF GOVERNORS MEETINGS**

#### **2.1 PARLIAMENTARY RULES**

The rules contained in "Robert's Rules of Order – Newly Revised" shall govern the BoG in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Bylaws of IEEE, or Region, or with any special rules of order of the Region. In case of inconsistencies between the IEEE Constitution and Bylaws and the BoG Bylaws, the former shall govern the operation of the BoG until such inconsistencies are resolved.

#### **2.2 REQUIRED MEETINGS**

2.2.1 At least one regular meeting of the BoG, shall be held during the calendar year. If more than one meeting is held, then one shall be designated the Annual Meeting.

2.2.2 The Annual Meeting shall be the last meeting of the fiscal year of the BoG.

2.2.3 A meeting of the Region 1 Assembly shall be held during even-numbered years (preceding an IEEE election year) in conjunction with an Annual Meeting to select the slate of Region Director-Elect / Delegate-Elect Candidates.

#### **2.3 QUORUM**

A quorum for a Board of Governors meeting shall consist of a majority of the voting members of the BoG, and shall include voting representatives from at least one-half of the Sections in the Region.

#### **2.4 MOTIONS**

At BoG meetings, all Region 1 BoG members shall be entitled to make or second motions. Any IEEE member present shall be entitled to participate in the discussion.

#### **2.5 GUIDELINES FOR MEETINGS IN EXECUTIVE SESSION**

2.5.1 An executive session is normally conducted during an announced (e.g., BoG) meeting with only voting members (e.g., the Region 1 Assembly) present.

2.5.2 A meeting should be called into executive session by the Chair during discussions of candidates for office (e.g., Director-Elect/Delegate-Elect Slate selection, or Area Chair election), awards review or similar, highly sensitive discussions.

2.5.3 Minutes are not taken of executive sessions.

2.5.4 Whenever a meeting is being held in executive session, only members of the body that is meeting and special invitees are allowed to remain in the meeting. Thus, any other attendees who are not otherwise specifically invited or entitled to attend are excluded from the meeting.

2.5.5 As executive sessions often contain personal or sensitive information about individuals and/or nominee(s), deliberations may neither be discussed outside of this session, nor with anyone present.

2.5.6 The results – not the discussion – of any executive session may be reported out, by the Chair when the meeting returns to open session.

2.5.7 For additional information, refer to:

[https://www.ieee.org/about/corporate/governance/executive\\_session\\_guidelines.pdf](https://www.ieee.org/about/corporate/governance/executive_session_guidelines.pdf)

### **3.0 BOARD OF GOVERNORS OFFICERS**

#### **3.1 REGION DIRECTOR / CHAIR**

3.1.1 The Region I Director shall serve a term of two years and is the Chair of the BoG with responsibilities and authority as identified in these Bylaws.

3.1.2 The term of office shall begin on January 1st of the even numbered calendar year, commencing two years after her/his election as Director-Elect and terminate on December 31st of the following odd numbered calendar year.

#### **3.2 REGION DIRECTOR-ELECT / VICE CHAIR**

3.2.1 The Region Director-Elect shall serve a term of two years concurrent with the Region Director and is the Vice Chair of the BoG.

3.2.2 The Director-Elect shall be empowered at the discretion of the Region Director, to attend and vote in place of the Director at any IEEE meeting to which the Region Director is entitled to attend and vote, and at which the body holding the meeting shall accept this proxy.

#### **3.3 APPOINTED OFFICERS**

The following Region Officers shall be appointed by the Region Director. The term of office shall be specified by the Region Director as either one year or two years, concurrent with that of the Director. They shall be of at least Senior Member grade:

- Treasurer
- Secretary

### **3.4 VACANCIES**

#### **3.4.1 Region Director**

In the event of a vacancy in the office of Region Director, the incumbent Region Director-Elect shall assume the office and responsibilities of the Region Director for the unexpired term, and shall continue in office to fill the term for which he/she was previously elected in accordance with IEEE Bylaws.

#### **3.4.2 Region Director-Elect / Vice Chair**

If a vacancy shall occur in the office of Region Director-Elect, then the Region shall elect a Director-Elect to serve the remainder of such term in accordance with IEEE Bylaws.

#### **3.4.3 Appointed Officers**

If a vacancy shall occur in any of the appointed offices of the Region the Region Director shall appoint a new officer.

### **4.0 BOARD OF GOVERNORS MEMBERSHIP**

#### **4.1 MEMBERS**

The BoG shall consist of the following members:

- The Region Director
- The Region Director-Elect
- The most immediate Past Director willing and able to serve
- The Treasurer
- The Secretary
- All Section and Council Chairs
- The Chairs of all Standing and Ad Hoc Committees
- The four Area Chairs
- Up to three additional voting members (Per 4.2.4, below)
- IEEE Entity Representatives
- Additional Non-voting Members (Per 4.3.2, below)

#### **4.2 VOTING MEMBERS**

4.2.1 The Region Director shall serve as the Chair of the BoG and shall have the right to cast a vote only if it will change the outcome, or when a secret ballot is taken.

4.2.2 The other voting Officers of the BoG shall be the Director-Elect /Vice Chair, the Past Director, the Treasurer and the Secretary.

4.2.3 The following shall be voting members of the BoG: The Region PACE Chair, the Regional Student Activities Chair, the Region Strategic Planning Committee Chair, the Region Membership Development Chair, the Region Conferences Coordinator, the Region Young Professionals Chair, the Region WIE Chair, the Region 1 Life Members Chair, each Section Chair and each Area Chair. For a particular meeting any voting member may appoint an alternate representative. The Secretary shall be notified by the voting member, via email or regular post, of such alternate representation no later than 48 hours prior to the meeting in question. The Region Director shall be copied on such notification.

4.2.4 The Region Director may appoint up to three additional voting members, for terms of one or two years, to serve concurrently with the Region Director's term. They shall be subject to confirmation by two-thirds of those present at a BoG meeting and eligible to vote.

4.2.5 Each voting member, regardless of the number of voting offices held, shall have one vote, which shall be cast in person at the meeting. Votes cast by the alternate representative must also be cast in person.

#### **4.3 NON-VOTING MEMBERS**

4.3.1 Unless appointed and confirmed as voting members under 4.2.4, the following shall serve as non-voting members of the Board of Governors: Chairs of all Regional Standing and Ad Hoc Committees, and Entity Representatives as provided under Sections 7.3, 7.4, and 9.1.

4.3.2 The Region Director may appoint additional non-voting members for terms of one or two years, concurrent with the Region Director's term.

#### **4.4 TERMS OF OFFICE**

4.4.1 Those who are members of the Board of Governors by virtue of holding another IEEE office shall serve concurrent with the term of that office.

4.4.2 Appointed members shall serve a term concurrent with the Region Director's term unless otherwise specified in these Bylaws, or until the appointment is terminated by the appointing authority.

#### **4.5 RESIDENCE**

All members of the Board of Governors must reside in the territory designated as Region 1 by IEEE unless, by a two-thirds vote of the BoG, special arrangements are made to continue the services of a BoG member who leaves the Region. These arrangements are not to exceed the current Region Director's term.

#### **5.0 AREA CHAIRS**

##### **5.1 DUTIES**

5.1.1 The Area Chair shall provide an informal and direct communication link between the Region Director and the Sections, Society Chapters, Councils, Subsections and members.

5.1.2 The Area Chair will promote exchange of information and ideas among the Sections within an Area.

5.1.3 At the Executive Committee level, the Area Chairs will represent the interests of the Sections in their Areas. They will also act as the representatives of the Region Director at the local Area level in matters delegated to them by the Region Director.



## **5.2 SELECTION**

### **5.2.1 Qualifications**

Area Chairs must be members of a Section in the Area that they represent, and may not serve more than two consecutive two-year terms in that position. They must hold IEEE Member or higher grade.

### **5.2.2 Selection Process**

An Area Chair represents the Region in each Area. It is permissible to substitute a Council Chair in the event the Council boundaries encompass the geographic Area. There can be one or more Councils in an Area.

Upon request of the Region 1 Director-Elect, the Region 1 N&A Committee, shall present a slate of at least two, and not more than three, candidates for each Area Chair position to the Region 1 Director-Elect by August 31 of an odd numbered year. With or without such advice, the Region 1 Director-Elect shall, no later than October 31 of that odd numbered year, appoint the respective Area Chairs for a two-year term coinciding with his/her term of office in accordance with MGA Operations Manual, Section 9.2.A.1.

The Region 1 Director, once he/she takes office as Director, shall submit his/her Area Chair nominees to the incoming Region 1 ExCom, absent the Area Chairs, for their approval as voting members of both the Region 1 Board of Governors and the Region 1 ExCom, during his/her term of office.

## **6.0 THE REGION ASSEMBLY**

### **6.1 MEMBERSHIP**

The Region Assembly shall consist of the voting members of the Region 1 BoG. The Assembly will be chaired by the Region Director, with the Region Director-Elect serving as Vice Chair.

### **6.2 DUTIES**

The duties of the Assembly will include the determination of the slate of candidates for the offices of Director-Elect in accordance with the provisions of Section 8.0 herein.

## **7.0 COMMITTEES WITHIN THE BOARD OF GOVERNORS**

### **7.1 COMMITTEES**

Committees within the BoG shall consist of an Executive Committee and other Standing Committees defined below, and any other Ad Hoc Committees appointed by the Region Director as required to conduct the business of the BoG.

### **7.2 EXECUTIVE COMMITTEE**

#### **7.2.1 Duties**

The Executive Committee shall conduct the business of the Region between BoG meetings. The BoG shall have the authority to revise or rescind any motions made or actions taken by the Executive Committee.

## **7.2.2 Chair**

The Region Director shall be the Chair of the Executive Committee.

## **7.2.3 Membership**

The Executive Committee shall consist of the following voting members:

- The Region Director
- The Region Director-Elect
- The most immediate Past Director willing and able to serve
- The Treasurer
- The Secretary
- The four Area Chairs
- Chair of the Student Activities Committee (SAC)
- Chair of the Professional Activities Committee (PACE)
- Region Conferences Coordinator (Chapter/Society Liaison)
- Chair of the Women in Engineering Committee (WIE)
- Chair of the Young Professional Committee (YP)
- Chair of the Life Members Committee (LM)
- Chair of the Strategic Planning Committee (SPC)
- Chair of the Membership Development Committee (MDC)

## **7.2.4 Meetings**

The Region Director shall call a meeting at any time between BoG meetings when there is appropriate business to conduct for the good of the Region. Notice, which may be written or oral, must be given to the members at least one week in advance of the meeting. The Region Secretary shall publish meeting minutes and make them available at the next BoG Meeting or to any BoG member upon request.

## **7.2.5 Quorum**

A quorum for an Executive Committee meeting shall consist of a majority of the voting members of the Committee and shall include Area Chairs from at least one-half of the Areas in the Region.

## **7.3 STANDING COMMITTEES**

### **7.3.1 Committee Appointments and Terms of Office**

7.3.1.1 The Region Director shall be an ex-officio member, without voting privilege, of all Standing Committees, with the exception of the Audit Committee.

7.3.1.2 The Region Director shall appoint the Chair for each Committee, except where otherwise specified or restricted.

7.3.1.3 Each Committee shall consist of at least three members, unless otherwise specified. The Committee Chair shall appoint the Committee members with the approval of the Region Director for terms not to exceed the term of office of the Region Director.

7.3.1.4 Each Committee shall prepare a written annual report summarizing its activities, and shall submit it to the BoG at its Annual Meeting.

### **7.3.2 Student Activities Committee (SAC)**

#### **7.3.2.1 Duties**

7.3.2.1.1 The SAC shall be concerned with the encouragement of student activities in the Region, including Student Member and Student Branch operations, general supervision of student activities and meetings when held on a Regional basis, and the fostering and coordination of activities with Sections and Councils.

#### **7.3.2.2 Chair**

7.3.2.2.1 The SAC Chair shall be appointed by the Region Director in accordance with Section 7.3.1.2 of these Bylaws.

7.3.2.2.2 The SAC Chair shall serve as the Region 1 Representative on the IEEE Student Activities Committee.

#### **7.3.2.3 Committee Members**

7.3.2.3.1 This Committee shall be composed of the Area, Council and Section SAC Chairs as well as all Student Branch Counselors and Student Branch Chairs in the Region, and the Region Student Representative. The SAC Chair shall have the specific responsibility for developing, implementing and coordinating Regional guidance programs.

### **7.3.3 Awards and Recognition Committee**

#### **7.3.3.1 Duties**

7.3.3.1.1 The Awards and Recognition Committee shall assist the Region Director in coordinating any Regional awards which may be brought to their attention by the member Sections or by IEEE Headquarters.

7.3.3.1.2 The Committee shall serve in an advisory capacity to the BoG and to the Region Director in the development of new awards, which recognize activities of worth and merit within the Region.

7.3.3.1.3 The Committee shall carry out those activities associated with the processing of Region 1 Awards.

#### **7.3.3.2 Chair**

The Chair of the Awards and Recognition Committee shall be appointed by the Region Director in accordance with Section 7.3.1.2 of these Bylaws.

#### **7.3.3.3 Committee Members**

The Awards and Recognition Committee shall consist of a minimum of four members, including at least one from each Area. The appointees shall be of Senior Member grade or higher. The composition of the Committee shall reflect, insofar as possible, the geographic scope of the Region and the professional interests of IEEE. No more than one member from any Section shall concurrently serve on the Committee in a given year.

#### **7.3.3.4 Presentation of Awards and Recognition Committee Recommendations**

The presentation of the annual Awards and Recognition Committee recommendations to the Region1 Assembly shall be held in executive session. (See Section 2.5)

#### **7.3.4 Budget Committee**

##### **7.3.4.1 Duties**

The Budget Committee, in consultation with the Officers and Committee Chairs of Region 1, shall prepare a budget for the next fiscal year, and shall submit it for approval at the BoG Annual Meeting. Copies of the budget shall be mailed to the BoG at least twenty days prior to the Annual Meeting.

##### **7.3.4.2 Chair**

The most immediate Past Region Director, who is willing and able to serve, shall serve as the Chair of the Budget Committee. If a Past Region Director is unable to serve, for whatever reason, the Region Director shall appoint some other present or past BoG member to serve as Chair.

##### **7.3.4.3 Committee Members**

The Budget Committee shall consist of at least four members, the Chair, the Region Director-Elect, the Regional Treasurer, the Chair of the Audit Committee and others as may be appointed.

#### **7.3.5 Membership Development Committee (MDC)**

##### **7.3.5.1 Duties**

The Membership Development Committee shall coordinate Membership Development activities within Region 1.

##### **7.3.5.2 Chair**

7.3.5.2.1 The Chair of the Membership Development Committee shall be appointed by the Region Director in accordance with Section 7.3.1.2 of these Bylaws.

7.3.5.2.2 The Chair of the Membership Development Committee in Region 1 shall serve as the Region 1 Representative on the IEEE Membership Development Committee.

##### **7.3.5.3 Committee Members**

The Membership Chair of the Sections and Councils of the Region shall be ex-officio members of the Membership Development Committee.

### **7.3.6 Nominations and Appointments (N&A) Committee**

#### **7.3.6.1 Duties**

The Nominations Committee shall recommend to the Assembly, candidates for the slate for the office of Delegate-Elect/Director-Elect in accordance with the provisions of Section 8 herein.

The Nominations Committee, prior to March 1 in an odd-numbered year, shall solicit recommendations from the Councils and Sections for candidates to serve in appointed Region positions and shall, after the Region election, recommend or suggest to the current Region Director-Elect the names of persons to serve in the various appointed positions on the next BoG. In the event of resignations during their terms, the Nominations Committee will recommend to the Region Director the names of potential replacements. The Region Director shall have the option of considering candidates recommended by the Nominations Committee or by other sources.

#### **7.3.6.2 Chair**

The most immediate Past Region Director, who is willing and able to serve, shall serve as the Chair of the Nominating Committee. If a Past Region Director is unable to serve, for whatever reason, the Region Director shall appoint some other present or past BoG member to serve as Chair.

#### **7.3.6.3 Committee Members**

Before February 1 of an even-numbered year, the Region Director shall appoint a Nominations Committee consisting of one person from each of the four Areas which make up the Region, plus the Committee Chair, and shall notify all Section Chairs of these appointments. The total membership of the Nominations Committee shall thus consist of five members.

### **7.3.7 Audit Committee**

#### **7.3.7.1 Duties**

The Audit Committee shall conduct an audit at least twice a year, not later than February 15 and August 15, of the Regional financial records, books and transactions, and shall make a written report of the audit, signed by all members of the Audit Committee present at the audit. Copies of the Audit Report shall be distributed to the Region Director, Region Director- Elect, Treasurer, Secretary and to the Past Region Director and Past Treasurer within sixty days after the date of each Audit Report. The Audit Committee Chair shall make copies of the Audit Committee Reports available to the BoG members upon request.

#### **7.3.7.2 Chair**

The Chair of the Audit Committee shall be appointed by the Region Director in accordance with Section 7.3.1.2 of these Bylaws.

#### **7.3.7.3 Committee Members**

The Audit Committee members shall be selected and appointed by the Region Director with the assistance and recommendations of the Audit Committee Chair, stressing

qualifications in fiscal and financial matters. The Region Director, Treasurer, and the Past Region Director and Past Treasurer shall be ineligible to serve on the Audit Committee.

### **7.3.8 Professional Activities Committee (PACE)**

#### **7.3.8.1 Duties**

7.3.8.1.1 The Professional Activities Committee (PACE) shall prepare and execute a regional PACE program.

7.3.8.1.2 The Regional PACE Committee shall coordinate the programs of Area, Council, Section, Subsection and Student Branch PACE Committees. The Regional PACE Committee shall provide an information exchange with the IEEE-USA PACE Committees at all levels.

#### **7.3.8.2 Chair**

7.3.8.2.1 The Chair of the Region 1 PACE Committee, appointed in accordance with Section 7.3.1.2 of these Bylaws, shall serve as the Regional PACE Coordinator, and the Region 1 Representative on the IEEE-USA PACE Committee.

#### **7.3.8.3 Committee Members**

The Region 1 PACE Committee membership shall include a Vice Chair and a PACE Coordinator for each Area of the Region. The PACE Chair of the Sections and Councils of the Region shall be ex-officio members of the PACE Committee.

### **7.3.9 Strategic Planning Committee (SPC)**

#### **7.3.9.1 Duties**

7.3.9.1.1 The SPC shall be responsible for communicating the long-range plans of IEEE MGA and IEEE-USA and for formulating long-range goals for Region 1 in accordance with those plans.

#### **7.3.9.2 Chair**

7.3.9.2.1 The Chair of the SPC shall be appointed by the Region Director in accordance with Section 7.3.1.2 of these Bylaws and shall be either the Director-Elect or chosen from the Past Directors of the Region with the exception of the most immediate Past Director.

#### **7.3.9.3 Committee Members**

7.3.9.3.1 The Committee shall be comprised of a minimum of six members. They shall be a mix of Past Region Directors and current BoG members to be appointed by the Region Director and agreed to by the Chair of the SPC.

### **7.3.10 Young Professionals (YP)**

#### **7.3.10.1 Duties**

7.3.10.1.1 The Young Professionals Committee addresses the needs and concerns of engineers as they transition from Student Member to higher grade. The committee promotes professionalism, team work, communication skills, and many of the skills needed to maintain

a life-long career in engineering. The committee also supports existing affinity groups and assists in the establishment of new affinity groups.

#### **7.3.10.2 Chair**

7.3.10.2.1 The Chair of the Young Professionals Committee shall be appointed by the Region Director in accordance with Section 7.3.1.2 of these Bylaws.

7.3.10.2.2 The Chair of the Young Professionals Committee shall serve as the Region 1 Representative on the IEEE Young Professionals Committee.

#### **7.3.10.3 Committee Members**

7.3.10.3.1 This Committee shall be composed of the Area, Council and Section Young Professional Committee Chairs in the Region.

#### **7.3.11 Women in Engineering (WIE)**

##### **7.3.11.1 Duties**

7.3.11.1.1 The WIE Committee addresses the professional and educational needs of women in engineering and sciences. The committee maintains an advisory relationship with the local WIE affinity groups and provides guidance such as, new initiatives or assistance in the procurement of funds for activities that support the objectives of MGA. The committee facilitates the establishment of local IEEE WIE affinity groups within a Section, including student branches.

##### **7.3.11.2 Chair**

7.3.11.2.1 The Chair of the WIE Committee shall be appointed by the Region Director in accordance with Section 7.3.1.2 of these Bylaws.

7.3.11.2.2 The Chair of the WIE Committee shall serve as the Region 1 Representative on the IEEE WIE Committee.

##### **7.3.11.3 Committee Members**

7.3.11.3.1 This Committee shall be composed of all Section WIE Affinity Group Chairs in the Region.

### **7.3.12 Life Members**

#### **7.3.12.1 Duties**

7.3.12.1.1 The Life Members Committee addresses the professional and educational needs of IEEE Life Members. The committee maintains an advisory relationship with the local Life Member affinity groups and provides guidance such as, new initiatives or assistance in the procurement of funds for activities that support the objectives of MGA. The committee facilitates the establishment of local IEEE Life Member affinity groups within a Section.

#### **7.3.12.2 Chair**

7.3.12.2.1 The Chair of the Life Member Committee shall be appointed by the Region Director in accordance with Section 7.3.1.2 of these Bylaws.

7.3.12.2.2 The Chair of the Life Member Committee shall serve as the Region 1 Representative on the IEEE Life Member Committee.

#### **7.3.12.3 Committee Members**

7.3.12.3.1 This Committee shall be composed of all Section Life Member Affinity Group Chairs in the Region.

## **7.4 AD HOC COMMITTEES**

### **7.4.1 Committee Appointments and Terms of Office**

7.4.1.1 The Region Director shall designate such Ad Hoc Committees as deemed necessary for the management of Region 1. Any such Committees appointed by the Region Director shall be represented on the BoG by its Chair, who shall be non-voting.

7.4.1.2 The Director may appoint members of such Committees from the active membership of Region 1. The term of office of Ad Hoc Committee members, as well as the term of existence of the Committee itself, shall be at the Region Director's discretion. In no event shall an Ad Hoc Committee remain in existence beyond the term of office of the appointing Region Director.

7.4.1.3 Each Ad Hoc Committee shall prepare at least one written report prior to its disbandment and at least one written report for each year of its existence.

7.4.1.4 The Region Director shall be an ex-officio member of all Ad Hoc Committees.

7.4.1.5 The Region Director shall appoint the Chair of each Ad Hoc Committee.

## **8.0 REGION 1 DIRECTOR-ELECT/DELEGATE-ELECT SLATE SELECTION**

8.1 The Nominations and Appointments (N&A) Committee, prior to March 1 of even-numbered years preceding an election year, shall solicit from the Councils and Sections recommendations for candidates to serve as the Region Delegate-Elect/Director-Elect. The recommendations shall be due by June 1 of the year preceding an election year.

8.2 The Nominations and Appointments (N&A) Committee shall give due consideration to all candidates submitted to it by June 1 of the year preceding the election year, but need not restrict its consideration to only such candidates. All meetings of the Nominations and Appointments (N&A) Committee shall be held in executive session (See Section 2.5)



**8.3** The Nominations and Appointments (N&A) Committee shall select no fewer than two nor more than three nominees whose names will be forwarded to the Assembly. The Nominations Committee shall notify said nominees of their selection, no later than June 10 of the year prior to the one in which the Region Director-Elect/Delegate-Elect is elected.

**8.4** At the BoG Annual Meeting in even-numbered years, the Nominations and Appointments (N&A) Committee will formally recommend to the Assembly, no fewer than two nor more than three nominees for the position of Region 1 Director-Elect/Delegate-Elect. Record of a majority Nominations and Appointments (N&A) Committee vote, a summary of the nominees' qualifications and a statement of the nominees' willingness to serve shall be necessary to submit a recommendation to the Assembly.

**8.5** In addition to the recommendations of the Nominations and Appointments (N&A) Committee, the Assembly will accept additional nominations as follows:

8.5.1 No nominations from the floor will be permitted;

8.5.2 Candidates who have been considered by the Nominations and Appointments (N&A) Committee, but whose names will not be forwarded to the Assembly, may be nominated by the petition of seven Assembly members no later than July 1 prior to the Assembly meeting at which the candidates for Region Director-Elect/Delegate-Elect are chosen.

8.5.3 The signatures of seven Assembly members must accompany each such additional nomination.

8.5.4 Such additional nominations may be submitted by e-mail, fax, or written document to the Nominations Committee.

8.5.5 The Nominations and Appointments (N&A) Committee will, no later than 20 days prior to the Region Assembly meeting, inform the Assembly of all nominees (those selected by the Nominations Committee and those nominated by petition) that qualify for consideration. Said notification shall include copies of the candidates' biographies and statement of their willingness to serve.

## **8.6 VOTING PROCEDURE FOR SLATE SELECTION**

8.6.1 If only two candidates have been nominated, the Region Vice Chair shall cast one vote to accept these nominees as the official slate.

8.6.2 If there are more than two nominees, the Region Director shall appoint a Tellers' Committee. All meetings of the Assembly shall be held in executive session. ( See Section 2.5) Should any nominees be a voting member of the Assembly, they shall remove themselves from the Assembly during other candidate presentations, or any Assembly discussion of the nominees. Each nominee (or their representative) shall make a presentation to the assembly. Such presentation may be in person or via remote technologies.

Each voting member of the Assembly shall then cast one vote by secret ballot for the candidate of his or her choice in each round of voting.

8.6.2.1 A nominee must receive a majority of the votes cast to become a candidate on the official slate. When the first candidate is selected, their name shall be removed from the nominees and the voting shall continue until a second candidate receives a majority vote.

8.6.2.2 If, in any round of voting, no nominees shall receive a majority, then the nominee with the lowest number of votes shall be dropped, and the voting process shall be continued.

8.6.2.3 If there is a tie for the nominee(s) with the least number of votes, then a separate ballot shall be taken to determine which of the tied nominees shall be dropped.

## **9.0 REGION DIRECTOR'S REPRESENTATIVES**

### **9.1 OTHER ENTITY REPRESENTATIVE APPOINTMENTS**

The Region Director may appoint an IEEE Entity Representative for each IEEE Entity designated and approved by the BoG. Each Entity Representative shall serve for a one year or two year term as designated by the Region Director, and shall act as the Region Director's personal representative and provide an informal and direct communication link between the Region Director, the BoG and the Entity.

## **10.0 FISCAL AND OPERATING YEAR**

### **10.1 DEFINITION**

The Fiscal and Operating Year of the Board of Governors shall begin on January 1 and shall end at the close of business on December 31 of each year.

## **11.0 FINANCE**

### **11.1 BANKS**

Region 1 funds shall be deposited in an IEEE Concentration Banking account or an IEEE Investment Fund. Withdrawals shall require the signature of the Region Director or of the Region Treasurer.

### **11.2 EXPENDITURES**

All expenditures shall be in accordance with the current annual budget. The Region Director shall be authorized to expend special or discretionary funds from the following sources: (a) Funds allocated to the Region by the IEEE Board of Directors or by IEEE policy, (b) Funds received from other than normal Regional sources, (c) Funds provided by specific IEEE approved programs or purposes.

### **11.3 LOANS TO SECTIONS**

The Board of Governors or the Region Director may authorize either loans or grants of Regional Funds to individual Sections to meet emergencies or to help finance activities which will promote the objectives of IEEE within the Sections. The Treasurer shall furnish a report on any such loans or grants to the BoG at its next meeting. Loans or Grants shall be so stated in the Treasurer's Financial Reports, and loans shall be carried as account receivable where applicable.

### **11.4 FINANCIAL STATEMENTS**

The Treasurer shall be responsible for and shall prepare an Annual Report immediately following the close of the fiscal year, and shall submit it for approval at the next BoG meeting.

**12.0 AMENDMENT OF BYLAWS**

**12.1 BY BoG ACTION**

The BoG may amend the Bylaws of the Region. The proposed changes, and the reasons therefore, shall be mailed to all members of the BoG at least twenty days before the meeting at which any proposed amendment voting shall take place. Two-thirds of all votes cast at the meeting shall be required to approve any amendment unless otherwise provided herein. Unless otherwise specified by the motion to amend the Bylaws, amendments become effective immediately upon approval.

**12.2 BY IEEE ACTION**

Changes in IEEE Bylaws which affect the operation of the Region, but are not inconsistent with the Regional Bylaws, shall take effect immediately upon official written notification of the changes by IEEE.

**Revised 2020**  
**Approved by R1 ExCom: 2020**  
**Approved by R1 BoG: 2020**  
**Approved by MGA: November 2021**

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