

# IEEE Orlando Section Operating Procedures

(Approved by Orlando Section EXCOM – 17 November 2020)

## 1.0 SECTION NAME

This organization shall be known as the IEEE Orlando Section (“Orlando Section”).

## 2.0 SECTION TERRITORY

The Orlando Section shall be composed of IEEE members whose IEEE mailing addresses are within the following Florida counties: Orange, Osceola, Seminole, Lake, and Sumter

## 3.0 SECTION OFFICERS (see IEEE Membership and Geographic Activities Operating Manual (“MGAOM”) Section 9.4 F)

### 3.1.1 Chair (See MGAOM Section 9.4 F3)

The Chair serves as the Orlando Section representative to IEEE Region 3 and shall serve as the representative of the Section in the IEEE Florida Council (“FCIEEE”).

### 3.1.2 Vice-Chair (See MGAOM Section 9.4 F4)

The Vice-Chair is an alternate delegate from the Orlando Section to the IEEE Region 3 and to the IEEE Florida Council and shall serve as the Section representative at any meeting of the Regional Committee and of the IEEE Florida Council in the absence of the Section Chair.

### 3.1.3 Secretary (See MGAOM Section 9.4 F5)

### 3.1.4 Treasurer (See MGAOM Section 9.4 F6)

The Treasurer shall maintain a checking account in the name of the Section and invest reserves in the IEEE Investment Funds.

## 3.2 Qualification for Elected Officers

All Elected Officers must be members of the Orlando Section at the time of nomination and must maintain an active membership status throughout the term of office. They must be willing and able to serve in the capacity for which they are nominated. **Election of all officers shall take place every year.**

## 3.3 Affinity Groups and Society Chapters

Elected chairs of Affinity Groups and Society Chapters recognized as duly formed by IEEE shall be members of the Orlando Section Executive Committee.

## 3.4 Appointed Committee Chairs and Duties

The Chair of the Standing Committees shall be appointed by the Section Chair, and their terms correspond to the term of office of the elected officers of the Section. Each Committee Chair shall appoint his/her Committee members, with the approval of the Section Executive Committee, and their terms are to be the same as the Chairs’ end-of-term date.

### 3.4.1 Standing Committees

The current list of Standing Committees shall be recorded in the Section Standing Rules (See Section 5.1).

### 3.4.3 Special Committees

#### 3.4.3.1 Section Nominating Committee (See MGAOM Section 9.4 G)

#### 3.4.3.2 Section Tellers Committee (See MGAOM Section 9.4 H 9)

### 3.4.4 Ad-Hoc Committees

Ad-Hoc committees shall be established as necessary to accomplish specific activities of a short term basis such as Operating Procedures, Special Events, etc.

### 3.4.4 Committee Operations and Planning

Each committee shall prepare a yearly activities plan. No officer, committee, or Section member shall commit the name Orlando Section IEEE (explicitly or by inference) to any endeavor without approval of the Section Executive Committee.

## 3.5 Terms of Office

### 3.5.1 Elected Officers

The term of office shall begin on January 1 of the calendar year following election for elected officers and shall end on December 31<sup>st</sup> or until a successor is elected and takes office, whichever comes last.

### 3.5.2 Committee Chairs

Consistent with Section 3.4 of these Operating Procedures, Committee Chair terms of office shall begin upon appointment by the Section Chair and shall end at the term of the Section Chair that appointed the committee chair.

#### **4.0 SECTION ELECTION PROCESS (See MGAOM Section 9.4 H)**

#### **5.0 SECTION MANAGEMENT (See MGAOM Section 9.4 D)**

##### **5.1 Standing Rules**

The Orlando Section Executive Committee may adopt Standing Rules to govern administrative and procedural matters. Standing Rules must adhere to these Operating Procedures and any IEEE Governing Documents.

##### **5.2 Quorum**

For the purposes of the Orlando Section Executive Committee, Quorum shall consist of a majority of the Executive Committee members. The number of members required for Quorum shall be recorded in the Standing Rules.

##### **5.3 Voting Members**

For the avoidance of doubt, the Section Officers, Affinity Group Chairs, Society Chapter Chairs, and Committee Chairs as recorded in the Standing Rules are considered voting members of the Orlando Section Executive Committee.

##### **5.3.1 Elected and Appointed Voting Members**

In compliance with MGAOM Section 9.4 D 1, the elected voting members consist of the Section Officers, the Affinity Group Chairs, the Society Chapters Chairs, and the Student Branch Chairs. Appointed voting members are the Standing Committee Chairs, and the Special Committee Chairs.

##### **5.4 Proxy**

Voting members who anticipate missing a meeting may submit a proxy to the Section Secretary. Submission of a proxy shall constitute presence for the purposes of Quorum.

##### **5.4.1 Standing Proxy**

Standing Proxy is defined as a proxy for more than one meeting. Voting members may submit Standing Proxies to the Section Secretary. Unless otherwise indicated in the Standing Proxy, Standing Proxies expire on December 31 of the year the Standing Proxy was submitted to the Secretary. A Standing Proxy shall constitute presence for the purposes of Quorum

##### **5.5 Majority by Proxy**

In no case shall the Executive Committee meet through a majority by Proxy. If a majority of the Executive Committee voting members submit a Proxy for a meeting, then a minimum of five Executive Committee voting members must be present to conduct Section business. These five members must include three of the four elected Section Officers, one Committee Chair, and one Society Chapter Chair.

#### **6.0 PARLIAMENTARY PROCEDURES**

Roberts Rules of Order Newly Revised shall be the parliamentary authority for the Orlando Section Executive Committee and shall govern in all cases to which they are applicable and in which they are not inconsistent with these Operating Procedures, Standing Rules, or IEEE Governing Documents.

#### **7.0 SECTION OPERATIONS**

The Section administrative year shall be January 1st to December 31st.

##### **7.1 FINANCIAL**

##### **7.1.1 Section Funds (See MGAOM Section 9.4 I)**

##### **7.1.2 Investment Fund**

The Section Investment Fund was established in 2006 to invest a surplus (generally funds exceeding 18 to 24 months of operating budget) generated by the Section. The income from the Investment Fund is intended to provide future funding of Section initiatives to support Student Chapters, scholarship programs/grants, and other Section and Chapter activities if deemed necessary by the Section Executive Committee. The objective of the Section's Investment Fund is to provide these financial resources while attempting to preserve the principal balance of the initial investment in order to provide a continued revenue source for the Section.

Movement of funds between the Concentration Bank Account and the IEEE Investment Fund are the responsibility of the Section Treasurer and requires advance authorization of the Section Executive Committee by a simple majority.

##### **7.1.2 Budget**

The Treasurer shall prepare a proposed Section budget for the fiscal year beginning January 1 and submit it for approval at the October meeting of the Executive Committee.

### **7.1.3 Final Budget**

The Treasurer shall submit a final Section budget for approval at the November meeting of the Executive Committee.

### **7.1.4 Operating Budget**

The Section shall begin administrative operations January 1<sup>st</sup> using the budget approved in October of the previous calendar year.

### **7.2 Audit**

The section financial records shall be audited by the Finance Committee. An audit shall be made whenever there is a change of Section Treasurer, by an audit committee appointed by the Section Chair. An annual audit shall be made by the Finance Committee at the end of the calendar year and shall be the basis of the Annual Financial Report to IEEE Headquarters.

### **7.3 Affinity Groups/Society Chapters (Subunits)**

It is the Orlando Section's policy to encourage the formation and continuous operation of Affinity Groups/Society Chapters in all specialty fields in which 12 or more members of the Section, above student grade, have an active interest. Members who wish to form an Affinity Group or a Society Chapter will be required to submit long term strategic plans on maintaining an active Affinity Group or Society Chapter to the Section Executive Committee. Management of the subunits will be undertaken by the Section and governed as detailed in these Operating Procedures, including financial activity where appropriate, as well as officer and election activity.

**7.3.1** Each Chapter will operate on a January 1 to December 31 fiscal year.

**7.3.2** Each Chapter is to conduct annual elections such that the Chair for the following twelve months has been selected by the date of the January Section Executive Committee meeting each year.

**7.3.3** Each Chapter is to have its Chair or the Chapter designated representative(s) at each Section Executive Committee meeting in order that liaison and awareness of each other's activities may be maintained.

**7.3.4** Each Chapter shall hold at least two meetings each year as prescribed by the IEEE Bylaws.

**7.3.5** All Section members shall be notified of all Chapter meetings. These meetings shall be announced in the Orlando Section Monthly and by Email.

### **7.3.6 Chapter Operating Budgets**

**7.3.6.1** The Chapter Chair shall submit a proposed operating budget for the January 1 December 31 fiscal year to the Section Treasurer by the October meeting of the Executive Committee.

**7.3.6.2** The Chapter Chair shall be responsible for submitting a final budget by the November meeting of the Executive Committee.

**7.3.6.3** Chapters may begin administrative operations on January 1<sup>st</sup> using the budget in effect on January 1<sup>st</sup>.

**7.3.6.4** Chapters will have control of their budgeted funds. If expenditures will exceed the amount approved in the operating budget, chapters will be required to have their budgets amended by a vote of the Executive Committee or by the Executive Board at a specially called meeting. Chapter meeting rebates from parent Societies shall revert to the Section Treasurer's account (see Section 7.1).

**7.3.7** All Chapter meetings will be coordinated by the Group/Society Representative.

**7.3.8** The Chapter Secretary shall prepare a Chapter Meeting Report and submit it to IEEE Headquarters and copy the Section Secretary within 10 days after each meeting.

**7.3.9** No Affinity Group/Society shall commit the IEEE Orlando Section either explicitly or by inference to any endeavor without approval of the Section Executive Committee.

### **7.4 IEEE Florida Council Activity**

The Orlando Section, as a member section in the Florida Council of IEEE, participates fully in the meetings and activities of that body. Unless otherwise designated, the Section Chair and Vice-Chair are the Section representative and alternate representative to the Council, empowered to vote on behalf of the Section in Council matters. If these representatives are unable to attend a duly called Florida Council meeting, it shall be the responsibility of the Section Chair to designate a proxy to vote the Orlando Section's votes at the meeting. This designation shall be in writing, addressed to the Chair, Florida Council, and dispatched in sufficient time to be received prior to the meeting concerned. The designate proxy may be the Chair of the Florida Council.

### **7.5 Section Publications (See MGAOM Section 9.4 J)**

The Section shall publish a periodical named ORLANDO SECTION MONTHLY or similar such title, which will be the primary medium of communication with the Section membership. Subject to

approval of the Executive Committee, the Chair of the Publications Committee shall determine format and title, establish deadlines, set advertising rates, and obtain advertising for the Orlando Section Monthly. This committee may include a business manager charged with the responsibility for advertising sales, billings, and collections. Funds received from advertising shall be deposited with the Section Treasurer as soon as practical.

## **8.0 MEETINGS**

Section Meetings will normally be held during the months of January through December. This Section shall hold no less than five meetings during the year.

### **8.1 Executive Committee Meetings**

The Executive Committee shall meet each month, except in July, and upon the call of the Section Chair or Executive Board. A quorum must be present to conduct business (see Section 5.2). These meetings shall be open to all members of the Orlando Section.

## **9.0 AMENDMENTS**

Proposed changes thereto, and the reasons therefore, shall be delivered or mailed to the Section Executive Committee members at least twenty days before the stipulated meeting of the Section Executive Committee at which the vote shall be taken. Two-thirds (2/3) of all votes cast at that meeting shall be required to approve any new Operating Procedures, amendment, or revocation. Amendments to the Operating Procedures that are in conflict with the MGAOM must be reviewed by IEEE Staff, and approved by the Region Director and MGA Board

## **10.0 GENERAL**

These Operating Procedures establish the governing, operations, and administration of the Orlando Section in accordance with the provisions contained in the Member and Geographic Activities Operations Manual (**MGAOM**), IEEE Constitution and Bylaws.

### **10.1 Severability**

Should any part of these operating procedures be declared void or unenforceable, then that specific part shall be void or unenforceable. The remaining parts of this Operating Procedure shall remain enforceable.

### **10.2 Adherence**

These Operating Procedures adhere to the IEEE Constitution, IEEE Bylaws, IEEE Policies, and IEEE Membership and Geographic Activities Operations Manual (collectively the "IEEE Governing Documents").

### **10.3 Conflicts**

Should there be a conflict between these operating procedures and the IEEE Governing Documents, the provision of the Governing Document shall prevail, unless an exception is granted by IEEE Region 3.