



THE INSTITUTE OF ELECTRICAL
AND ELECTRONICS ENGINEERS, INC.

445 Hoes Lane, Piscataway, NJ 08854, USA

NOMINATIONS AND APPOINTMENTS COMMITTEE OPERATIONS MANUAL

Approved by the IEEE Board of Directors
September 2009

Updated by Nominations and Appointments Committee
Based on IEEE Board of Directors action through July 2012

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SECTION I – MISSION

1. MISSION

The IEEE Nominations and Appointments (N&A) Committee is responsible for making recommendations of the most qualified individuals for positions elected by the IEEE Assembly and appointed or recommended by the IEEE Board of Directors.

2. IEEE GOVERNANCE

The policies, procedures and regulations by which the IEEE and the IEEE N&A Committee are governed are embodied in the following documents:

- A. IEEE Certificate of Incorporation – legally establishes the IEEE under the New York State Not-for-Profit Corporation Law.
- B. IEEE Constitution – contains IEEE’s fundamental objectives and organization and can be approved and amended only by the voting members of the IEEE.
- C. IEEE Bylaws – govern implementation of Constitutional provisions in specific organization structures and are approved and amended by the IEEE Board of Directors.
- D. IEEE Policies – provide more detailed statements of specific policies, objectives and procedures and are approved and amended by the IEEE Board of Directors.
- E. IEEE N&A Operations Manual – provides more detailed statements of specific IEEE N&A objectives and procedures than are appropriate for inclusion in the other four documents and is approved by the IEEE Board of Directors. Amendments to this manual may be recommended by the IEEE N&A for approval by the IEEE Board of Directors, unless they result from specific action of the IEEE Board of Directors.

3. OBJECTIVES

The objectives of the IEEE N&A’s nominations procedures are to:

- A. Recommend the best qualified persons for the various offices throughout the IEEE;
- B. Provide opportunities for members to participate in the nomination and election of candidates, where appropriate;

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- C. Reflect the global nature of IEEE membership on its committees, candidate slates and appointments, to the maximum extent possible consistent with qualifications;
- D. Communicate the nominations process to the membership;
- E. Communicate the importance of informed, diligent and visible nominating procedures in IEEE training and orientation materials, as appropriate;
- F. Provide electors a choice of candidates, where practicable.

4. FUNCTIONS OF THE IEEE N&A COMMITTEE

A. Standing Committees

Submit to the IEEE Board of Directors, a list of candidates recommended for appointment to all Standing Committees, as defined in IEEE Bylaws I-304 and I-305, and noted below:

- Audit Committee
- Awards Board
- Employee Benefits & Compensation Committee
- Ethics and Member Conduct Committee
- Fellow Committee
- Governance Committee
- History Committee
- Nominations and Appointments Committee
- Public Visibility Committee
- Tellers Committee

The list shall be submitted in time for appointment before 31 December of the year preceding the year for which the appointment is made, or as otherwise called for in the IEEE Bylaws.

B. IEEE Assembly

Submit to the IEEE Assembly, prior to its annual meeting, at least two or more candidates for each of the following positions, for election by the IEEE Assembly, for a one-year term on the IEEE Board of Directors:

- Vice President – Educational Activities Board
- Vice President – Publication Services and Products Board (PSPB)

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Secretary *
Treasurer *

- * In such years as the IEEE Assembly shall decide to have one individual hold the offices of Secretary and Treasurer, IEEE N&A shall submit one list of nominees.

No candidate may be nominated for more than one of the above positions.

For each of the above slates, at least two of the candidates shall not be included on the IEEE Annual Election ballot for another position for which the period of service as a member of the IEEE Board of Directors will run concurrently with the IEEE Assembly-elected position.

The IEEE N&A Committee slates of candidates for the above positions, along with the slate of candidates for the position of Vice President - Member and Geographic Activities, as provided by the Member and Geographic Activities Board Assembly, shall be provided to all Delegates at least four weeks before the IEEE Assembly meeting at which the election shall take place. Biographies and position statements for each candidate shall be provided with the slates,

C. IEEE President-Elect

Recommend to the IEEE Board of Directors, for consideration, at least two candidates for President-Elect. The list of proposed candidates shall be provided to the IEEE Board of Directors at least thirty days prior to the meeting at which selection shall take place. Typically, this is provided in time for the November IEEE Board of Directors meeting.

D. Additional Appointments

Recommend additional appointments to the IEEE Board of Directors or IEEE Assembly, as requested. These recommendations may include but need not be limited to Ad Hoc Committee membership or the filling of vacancies.

SECTION 2– MEMBERSHIP

1. MEMBERS

In accordance with IEEE Bylaw I-305.12, the IEEE N&A Committee shall consist of sixteen members as follows:

- Chair
- Chair-Elect
- Past Chair
- Awards Board N&A Chair
- Educational Activities Board N&A Chair
- Member and Geographic Activities N&A Chair
- Publication Services and Products Board N&A Chair
- Technical Activities Board N&A Chair
- Standards Association N&A Chair
- IEEE-USA N&A Chair
- Members-at-Large (6)

At least one member shall be a Graduate of the Last Decade (GOLD).

The IEEE Executive Director shall designate a member of staff to serve as the IEEE N&A Committee Staff Secretary.

A. Chair and Chair-Elect

1. The Chair-Elect shall be the IEEE Past President currently serving on the IEEE Board of Directors in such capacity and shall assume the office of Chair in the succeeding year
2. The IEEE President shall be contacted to confirm willingness to serve on IEEE N&A. In the event the President declines to serve as Chair-Elect, a past member of the IEEE Board of Directors not currently serving on the IEEE Board of Directors shall be recommended for the position by the IEEE N&A Committee and appointment shall be made by the IEEE Board of Directors. (Bylaw I-305.12)

B. Chairs of the Major Board N&A Committees

1. The Chair of each of these N&A Committees shall be either the past past chair, immediate past chair or chair-elect of the governing body of that organizational unit as specified in the governing documents of that organizational unit.
2. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the organizational unit's N&A Committee available shall be the Chair of that

SECTION 2– MEMBERSHIP

respective N&A Committee. With extenuating circumstances, an organizational unit may appoint a different individual to this position. (IEEE Bylaw I-307.1)

C. Members-at-Large

1. IEEE N&A Members-at-Large shall be recommended by the IEEE N&A to the IEEE Board of Directors.
2. Members-at-Large shall be appointed for two-year staggered terms.

2. ELIGIBILITY

- A. All members must be of Graduate Student Member, Member, Senior Member, Fellow or Honorary Member grade. (Bylaw I-105)
- B. With the exception of the Chair-Elect, no member of the IEEE N&A Committee shall be concurrently serving on the IEEE Board of Directors.
- C. A member of the IEEE N&A Committee shall not be eligible to be elected or appointed to any office for which the Nominations and Appointments Committee makes nominations. (IEEE Bylaw I-305.12)

3. VACANCIES

A. Chair

In the event of the incapacity of the Chair, the Chair-Elect shall serve as Acting Chair for the duration of the period of incapacity. The Chair-Elect shall assume the duties of Chair should the office of Chair become vacated, thereby vacating the office of Chair-Elect. Having served the remainder of the Chair's term, the Chair-Elect shall serve the term to which he/she had been elected.

B. Chair-Elect

Should a vacancy occur in the office of the Chair-Elect, the IEEE Board of Directors shall fill the vacancy on the recommendation of the IEEE N&A Committee. The individual assuming the office of Chair-Elect shall serve the remainder of the term.

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C. Past Chair

Should a vacancy occur in the office of the IEEE N&A Past Chair, the position shall not be filled.

D. Members-at-Large

The IEEE Board of Directors shall designate alternates and rank them for the IEEE N&A Committee.

SECTION 3 – RESPONSIBILITIES

1. CONFIDENTIALITY

- A. All IEEE N&A meetings are held in Executive Session.
- B. IEEE N&A correspondence, discussions and deliberations shall be confidential and shall not be disclosed to anyone outside the Committee or associated staff.
- C. IEEE N&A's recommended candidates and slates are provided to the IEEE Board of Directors as Executive Session items.
- D. All nominations are confidential and only the names of individuals actually appointed by the IEEE Board of Directors are announced. The exception shall be the IEEE N&A recommended slate for the IEEE Assembly election which shall be announced publicly one month prior to the IEEE Assembly meeting at which the election will be held.
- E. The IEEE N&A Committee may decide to share specific recommendations with Organizational Unit (OU) N&A Committees or other organizational units, on an as needed basis.
- F. Breaches of confidentiality may be reported to the IEEE Board of Directors for action, (i.e., removal from the IEEE N&A Committee and or possible member conduct charges.)
- G. Any questions pertaining to confidentiality shall be directed to the IEEE N&A Committee Chair.

2. CONFLICT OF INTEREST

IEEE Policy 9.8 - Conflict of Interest, is applicable to all Committee members.

It is the responsibility of all IEEE N&A Committee members to consider each item of business where they have a vote or decision-making authority to determine if a real or perceived conflict of interest may exist. Any such recognized conflict shall be disclosed in writing immediately to the N&A Committee Chair.

3. CHAIR

- A. Call and preside at meetings of the IEEE N&A Committee.
- B. Prepare a timetable of activities for the upcoming year, in consultation with staff.

SECTION 3 – RESPONSIBILITIES

- C. Send out a call for nominations on an annual basis.
- D. Prepare an annual report on the activities of the IEEE N&A Committee, or report as requested by the IEEE Board of Directors.
- E. Review draft meeting minutes.
- F. Establish task forces and/or ad hoc committees, if necessary, to facilitate the performance of IEEE N&A Committee activities.
- G. Work with staff to adhere to the budget for the year.
- H. Work with staff to inform IEEE N&A of IEEE Board of Directors actions of relevance to the N&A Committee.
- I. Work with the Chair-Elect to bring appropriate issues to the attention of the IEEE Board of Directors.
- J. Work with the Chair-Elect to bring the N&A Committee's recommendations to the IEEE Board of Directors and IEEE Assembly.

4. CHAIR-ELECT

- A. Work with the Chair to bring appropriate issues to the attention of the IEEE Board of Directors.
- B. Work with the Chair to bring the N&A Committee's recommendations to the IEEE Board of Directors and IEEE Assembly.

5. COMMITTEE MEMBERS

- A. Participate in meetings and discussions of the IEEE N&A Committee.
- B. Evaluate candidates objectively.
- C. Should be knowledgeable of IEEE's strategic goals.
- D. Should be knowledgeable of the qualifications and desired competencies needed on the IEEE Board of Directors and its Standing Committees.
- E. Should be knowledgeable of the operational effectiveness of current Board/Committees and their members.

SECTION 3 – RESPONSIBILITIES

- F. Perform such duties as may be assigned by the Chair.
- G. Review Agenda materials prior to each meeting.
- H. Serve as assigned liaison with specific Directors, Director-Elects and/or Standing Committee Chairs/Members and, when requested, provide assistance with the solicitation process.

6. STAFF SECRETARY

- A. Assist the Chair in determining the administrative needs of the IEEE N&A Committee.
- B. Archive the activities of the IEEE N&A Committee.
- C. Assist in the development of and adherence to the IEEE N&A Committee budget.
- D. Draft minutes for each meeting and distribute to the IEEE N&A Committee following review by the Chair.

SECTION 4 – MEETINGS

1. TYPES OF MEETINGS

The N&A Committee shall convene as required to meet its deadlines and the IEEE Board of Directors agenda item submission schedule. Normally, three face-to-face meetings are scheduled for April, July and September.

The N&A Committee may also meet and act upon the vote of its members via telecommunications equipment, where, in accordance with IEEE Bylaws, all parties participating in the meeting can hear each other at the same time.

2. AGENDAS

Normally an agenda shall be sent to IEEE N&A members approximately two weeks prior to each meeting.

Agendas shall be prepared by the Chair and staff and shall consist of items based upon the IEEE N&A's activities for the year. Requests for additional items may be made by IEEE N&A members and should be submitted electronically to the N&A Staff Secretary in time for review by the IEEE N&A Chair and inclusion with the original agenda materials.

3. MINUTES

Normally, the minutes of and N&A Committee meeting, recording attendance, the substance of discussions, and actions taken, shall be provided to IEEE N&A members approximately two weeks after each meeting.

4. PARLIAMENTARY PROCEDURES

Robert's Rules of Order (latest revision) shall be used to conduct business at IEEE N&A Committee meetings in the absence of any other adopted or accepted rules of procedure.

5. QUORUM

A majority of the voting members shall constitute a quorum.

SECTION 4 – MEETINGS

6. ACTIONS OF THE N&A COMMITTEE

Unless otherwise provided in the Not-for-Profit Corporation Law of the State of New York, the IEEE Certificate of Incorporation, the IEEE Constitution or the IEEE Bylaws, a vote of a majority of the voting members of the IEEE N&A Committee present at the time of the vote, provided there is a quorum, shall be the act of the IEEE N&A Committee.

7. VOTING

Unless otherwise agreed, balloting during IEEE N&A Committee meetings shall be in secret, using approval plurality voting when there are three or more candidates (vote for any and all you approve of) or selection plurality voting when there are less than three candidates (vote for one or the other).

The IEEE N&A Chair may vote if the vote is by secret ballot or if the Chair's vote can change the outcome. (Article IX, Sec 9 of the Constitution)

SECTION 5 – COMMUNICATIONS

1. EMAIL

- A. The IEEE N&A shall be provided an email list for communication among its members and staff.
- B. Due to privacy concerns, typically, email is used sparingly for committee discussions and is not used to discuss candidates.
- C. IEEE N&A members shall adhere to the [IEEE email policies and Acceptable Use Practices](http://eleccomm.ieee.org/email-aup.shtml). (<http://eleccomm.ieee.org/email-aup.shtml>)

2. WEBSITE

- A. A means for the membership and public to contact IEEE N&A shall be supplied and administered by staff. The IEEE N&A Chair shall be informed of any communication to the IEEE N&A other than nominations or administrative requests.
- B. The IEEE N&A staff shall maintain a website that, at a minimum, shall provide information on the nominations and appointments process.

SECTION 6 – FINANCES

1. BUDGET

Staff shall inform the IEEE N&A Chair of the budget available for IEEE N&A Committee activities for the year and work with the Chair to manage the budget.

2. EXPENSE REIMBURSEMENT

- A. Ordinary and necessary IEEE travel expenses for N&A Committee members are reimbursed in accordance with IEEE policies. Such policies are available in the IEEE Finance Operations Manual and the IEEE Travel Guidelines and Reimbursement document.
- B. IEEE N&A members shall be provided the IEEE Business Expense Reimbursement Policies and the Expense Form.
- C. Expense reports should be submitted to the IEEE N&A staff within thirty days of the meeting.

SECTION 7 – COMMITTEE PROCEDURES

1. CALL FOR NOMINATIONS

A call for nominations shall be provided to the IEEE membership, the IEEE Board of Directors, Major Boards and their N&A Committees and other appropriate organizational units. The request shall be for qualified individuals for consideration by the IEEE N&A Committee for Standing Committees, IEEE Assembly elected positions, and for President-Elect. The call for nominations shall include the deadline and contact information for submission. (Reference: IEEE Policy 13.2)

2. LIAISON PROCESS

A. Objective

The objective of the IEEE N&A liaison process shall be, but is not limited to, periodic consultation with assigned Board members and Standing Committee Chairs and/or members to advise the IEEE N&A Committee of:

1. Individuals to serve on future Committees.
2. Individual competencies needed.
3. Strategic plans that could impact Committee activities or required competencies.
4. Feedback on current Committee members and their operational effectiveness.

B. Assignments

1. At the beginning of each year, the IEEE N&A Chair shall assign each committee member as a liaison to one or more Standing Committees and/or one or more Directors and Directors-Elect.
2. Annually, the Standing Committees, Directors and Directors-Elect shall be advised of the liaison assignments.
3. The liaison role shall not include participation as a member, either voting or non-voting, of the assigned Board or Standing Committee, unless membership is provided for otherwise.

C. Activity Schedule and Guide

A calendar of activities and guide shall be provided to liaisons to inform them of their responsibilities and activity deadlines.

SECTION 7 – COMMITTEE PROCEDURES

D. Responsibilities

1. Hold discussions with assigned Directors and Directors-Elect to identify potential candidates for the following years; obtain feedback on current Board initiatives and related/needed competencies, and determine operational effectiveness of Directors and their suitability for future leadership roles.
2. Hold discussions with assigned committee Chairs to identify potential candidates for that committee for the following years; obtain feedback on current committee initiatives and needed competencies; ascertain member and operational effectiveness and succession planning.
3. Hold discussions with Standing Committee members to identify potential candidates for the following years; obtain feedback on current committee initiatives and needed competencies; ascertain Chair and member operational effectiveness and succession planning.

The IEEE N&A liaison shall select how many and which committee members to contact. The purpose of these conversations is to obtain a perspective that is independent from that of the current Committee Chair.

4. Continue dialogue with assigned Standing Committee Chairs and/or members, Directors and Directors-Elect, as necessary during the year.
5. Hold discussions with IEEE Organizational Unit leadership to identify potential candidates (specifically applies to the respective OU N&A Chairs).
6. Encourage qualified individuals to self-nominate.
7. Provide status reports at IEEE N&A meetings or as required by the IEEE N&A Chair.

3. RECOMMENDATION OF STANDING COMMITTEE CHAIRS AND MEMBERS

A. Chair Recommendations

1. Eligibility criteria for Standing Committee Chairs are defined in the IEEE Bylaws and summarized in the IEEE N&A Reference Manual.
2. Incumbent Chairs of Standing Committees shall be requested to provide their recommendations for Chair. If eligible, they may recommend themselves for

SECTION 7 – COMMITTEE PROCEDURES

reappointment as Chair, but are encouraged to also identify potential successors. Should they be ineligible for another term but wish to continue, they must provide extenuating circumstances for their reappointment and are encouraged to identify additional candidates and potential successors.

3. Eligible individuals recommended as Chairs of Standing Committees shall be contacted and asked to indicate willingness to serve, if recommended and appointed. If willing, they shall submit the IEEE N&A nomination form, prior to consideration by the IEEE N&A.
4. Chair nominees shall be required to complete a position statement, of not more than 500 words, which includes but is not limited to, how they will align their vision for Committee activities with the IEEE's mission and goals. Once submitted to the IEEE N&A, the substance of position statements may not be altered prior to consideration by the IEEE Board of Directors.
5. Individuals who appear on the IEEE Annual Election ballot and who may be nominated for positions on the IEEE Awards Board, IEEE Ethics and Member Conduct Committee, IEEE N&A Committee or the IEEE Tellers Committee, and whose term of service on the IEEE Board of Directors would be concurrent with Committee service if elected, shall be informed of the potential conflict in service if they are successful in the Annual Election.
6. Staff will review the IEEE Annual Election ballot and inform the IEEE N&A Committee of any individuals who appear on the ballot and are nominated for positions recommended by IEEE N&A.

B. Standing Committee Member Recommendations

1. Incumbent Chairs are requested to provide recommendations for Standing Committee members at the time they are asked for willingness to serve as Chair.

Following appointment by the IEEE Board of Directors, Chairs of Standing Committees are requested to provide their recommendations for Standing Committee members.

2. Chairs shall be provided the current committee roster, noting the dates of service for each committee member, qualification criteria and eligibility rules.

This information shall also be provided to IEEE N&A liaisons. Normally the information will be provided to Chairs and Liaisons in advance of their discussions.

SECTION 7 – COMMITTEE PROCEDURES

3. Recommendations that cause a conflict with the service limits defined in the IEEE Bylaws shall include a statement of extenuating circumstances.
4. Chairs shall be encouraged to provide enough recommendations so that IEEE N&A has a pool of candidates from which to select members and alternates.
5. Individuals recommended for Standing Committee membership shall be contacted and asked to indicate willingness to serve, if recommended and appointed. If willing, they shall submit the IEEE N&A nomination form, prior to consideration by the IEEE N&A.
6. Individuals who appear on the IEEE Annual Election ballot and who are nominated for positions on the IEEE Awards Board, IEEE Ethics and Member Conduct Committee, IEEE N&A Committee or the IEEE Tellers Committee, and whose term on the IEEE Board of Directors would be concurrent if elected, are informed of the potential conflict in service if they are successful in the Annual Election.
7. Staff will review the IEEE Annual Election ballot and inform the IEEE N&A Committee of any individuals who appear on the ballot and are nominated for any positions recommended by IEEE N&A.
8. All eligible Directors and Directors-Elect will be queried for service on the Standing Committees that require Board member service (i.e., Audit Committee and Employee Benefits and Compensation Committee).

C. Alternates

When practicable, the IEEE N&A will recommend alternates for Standing Committee member positions in order to fill potential vacancies that may occur during the year in the most efficient manner.

4. RECOMMENDATIONS FOR IEEE ASSEMBLY POSITIONS

A. Recommendations

1. The IEEE N&A shall recommend to the IEEE Assembly, a slate of candidates for the following IEEE Assembly-elected positions:

Vice President, Educational Activities
Vice President, Publications Services and Products
Secretary *

SECTION 7 – COMMITTEE PROCEDURES

Treasurer *

* In such years as the IEEE Assembly shall decide to have one individual hold the offices of Secretary and Treasurer, IEEE N&A shall submit one list of nominees.

2. The N&A Committee shall provide at least two or more candidates for each IEEE Assembly position. For each slate, at least two of the candidates shall not be included on the IEEE Annual Election ballot for a position in which the period of service as a member of the IEEE Board of Directors will run concurrently with the IEEE Assembly-elected position. (IEEE Bylaw I-305.12)

B. Eligibility

1. No candidate may be nominated for more than one IEEE Assembly elected position (IEEE Bylaw I-305.12)
2. Candidates must be of Senior Member or Fellow grade. (Bylaw I-201.5)

C. Required Candidate Information

1. Individuals recommended for IEEE Assembly positions shall be required to submit the following:
 - a. IEEE N&A nomination form
 - b. Current photograph
 - c. Position statement, of not more than 500 words, which includes but is not limited to, how they will align their vision for activities with the IEEE's mission and goals. Once submitted to the IEEE N&A, the substance of position statements may not be altered prior to consideration by the IEEE Assembly.
2. Candidates shall be made aware that their submitted information will be provided to the IEEE membership and the public.

D. Submission of Slates by the IEEE N&A Committee

The IEEE N&A slates of candidates, along with the slate of candidates for the position of Vice President-Member and Geographic Activities, as provided by the Member and Geographic Activities Board Assembly, including biographies and

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position statements, shall be provided to all Delegates at least four weeks before the IEEE Assembly meeting at which the election shall take place.

5. RECOMMENDATIONS FOR PRESIDENT-ELECT

A. Recommendations

The IEEE N&A Committee shall submit to the IEEE Board of Directors the names of at least two candidates for the office of President-Elect. (Bylaw I-307.3)

B. Eligibility

Candidates must be of Senior Member or Fellow grade. (IEEE Bylaw I-301.1)

C. Required Candidate Information

Individuals recommended to for President-Elect shall be required to submit the following:

1. IEEE N&A nomination form
2. Current photograph
3. Position Statement, of no more than 500 words, which includes but is not limited to, how they will align their vision for activities with the IEEE's mission and goals. Once submitted to the IEEE N&A Committee, the substance of position statements may not be altered prior to consideration by the IEEE Assembly.

6. DISCUSSION AND EVALUATION OF CANDIDATES

- A. The IEEE N&A Committee is responsible for recommending the best available candidates for appointment or recommendation by the IEEE Board of Directors or election by the IEEE Assembly, giving consideration to the diversity of the IEEE membership. Recommendation of individuals shall be made on the basis of the candidates' ability to meet the requirements set forth in the Position Description.
- B. Position Descriptions are reviewed on an annual basis with the relevant Committee and staff and shall be made available to nominees and candidates. The IEEE N&A Reference Manual contains the position responsibilities.

SECTION 7 – COMMITTEE PROCEDURES

- C. The IEEE N&A shall employ a process that allows them to evaluate and discuss candidates prior to voting on and recommending individuals.
- D. Normally, nominations are not made from the floor and IEEE N&A will not discuss and evaluate candidates unless they have indicated a willingness to serve and provided the required documentation.

7. CANDIDATES' LENGTH OF SERVICE

- A. In accordance with IEEE Bylaws, unless specified otherwise, the consecutive period of service of any member of any Board or Standing Committee listed in Bylaw I-305 shall not exceed three years, except that a Chair or Past Chair may serve one additional year. Service requirements may be waived by the IEEE Board of Directors for extenuating circumstances.
- B. Individuals who serve one half or more of a term of office or appointment shall be considered as having served the full term of appointment. Individuals shall be considered to have filled a vacant position on the date the position is vacated.
- C. The IEEE N&A Committee shall review length of service for all recommended individuals, identifying instances in which the re-appointment of members will cause a conflict with the service limit. Recommendations from the IEEE N&A Committee that would require the IEEE Board of Directors to waive the service limit shall be submitted with an explanation of the reasons for the IEEE N&A Committee's recommendation.

8. CANDIDATE NOTIFICATION

- A. Standing Committee Chairs and Members

Following action by the IEEE Board of Directors all candidates, both successful and unsuccessful, are advised of the status of their nomination.

- B. IEEE Assembly Positions

All candidates are notified of the status of their nomination prior to announcement of the slate to the IEEE Assembly. Unsuccessful candidates shall be made aware of the process to gain access to the slate outside of the IEEE N&A's recommendation.

SECTION 7 – COMMITTEE PROCEDURES

Following action by the IEEE Assembly, the President or his/her designee shall contact all recommended candidates, both successful and unsuccessful, regarding the status of their nomination.

C. President-Elect

The President-Elect slate shall be announced to the IEEE Board of Directors by IEEE N&A at least 30 days prior to the meeting at which the IEEE Board of Directors makes its recommendation to the membership. All candidates are notified of the status of their nomination prior to notification of the IEEE Board of Directors. At this time, unsuccessful candidates shall be made aware of the alternate process to gain access to the slate. All candidates on the N&A slate and those who are successful through the alternate process will be made aware of the other candidates on the slate as soon as that information becomes available. All candidates are required to keep the slate confidential.

APPENDIX: N&A MEMBER RESOURCES

1. COMMUNICATIONS

A. EMAIL

corp-20XXna@ieee.org, e.g., corp-2005na@ieee.org

IEEE Nominations & Appointments Committee e-mail alias is used to reach all committee members and key staff

nominations@ieee.org

E-mail alias for IEEE members to contact the IEEE N&A Committee. This address points to staff support for IEEE N&A.

N&A Committee Homepage (www.ieee.org/nominations)The IEEE N&A Committee Home page provides links to IEEE N&A guidelines, the electronic nominations form, job descriptions, and the committee roster.

B. IEEE N&A SECURE WEBSITE

<http://www.ieee.org/about/corporate/nominations/secure/index.html>)

Contains current year's agendas and IEEE N&A member resources. Access is limited to IEEE N&A members and its staff and requires an IEEE web account.

2. CALENDAR AND GUIDES

A. IEEE N&A ACTIVITY SCHEDULE

http://www.ieee.org/about/corporate/nominations/nomination_overview.html

Provides high level overview of committee operations and deadlines.

B. IEEE N&A REFERENCE GUIDE

http://www.ieee.org/secure/documents/reference_guide.pdf

Contains reference information on each position recommended by the IEEE N&A including position description, eligibility requirements and related bylaws. .

C. IEEE N&A LIAISON GUIDE

http://www.ieee.org/secure/documents/liaison_guide.pdf

Contains responsibilities of liaisons, scripts, list of positions to be filled for the coming year, detailed activity calendar, FAQs.

D. IEEE N&A LIAISON ASSIGNMENTS

http://www.ieee.org/secure/documents/liaison_assignments.pdf

APPENDIX: N&A MEMBER RESOURCES

3. REFERENCE

A. SERVICE HISTORY MANUAL

http://www.ieee.org/secure/documents/service_history_all.pdf

Contains membership of IEEE Board of Directors, Major Boards, Standing Committees since 1963 as well as history of IEEE Award Recipients.

B. STANDING COMMITTEE POSITION DESCRIPTIONS

[http://www.ihttp://www.ieee.org/about/corporate/nominations/nac_position_descriptions](http://www.ieee.org/about/corporate/nominations/nac_position_descriptions)

Descriptions of each position, including their responsibilities, eligibility requirements, qualifications and time commitment.

C. IEEE BOARD OF DIRECTORS POSITION DESCRIPTIONS

http://www.ieee.org/about/corporate/position_descriptions.html

Descriptions of each position, including their responsibilities, eligibility requirements, qualifications and time commitment.

D. IEEE GOVERNING DOCUMENTS

<http://www.ieee.org/about/corporate/governance/index.html>

IEEE Bylaws, Policies, Major Board Operations Manuals, Standing Committee Operations Manuals

E. VOLUNTEER DIRECTORY – IEEE ORGANIZATIONAL ROSTER

http://www.ieee.org/about/volunteers/rosters/DF_IEEE_MIG_MCT_92872

All IEEE N&A members have access to the IEEE online rosters which provide the current contact information for other IEEE officers and volunteers. This is particularly helpful during IEEE N&A liaison outreaches.

4. NOMINATIONS

A. FORM

http://www.ieee.org/about/corporate/nominations/nomination_form.html

Form for submission of nominations to the Committee

B. GUIDELINES

http://www.ieee.org/about/corporate/nominations/nominations_guidelines.html

Guidelines for submission of the nomination form -

C. OTHER IEEE NOMINATION OPPORTUNITIES

www.ieee.org/nominations

List of other nomination and volunteer opportunities is available on the IEEE N&A website.

APPENDIX: N&A MEMBER RESOURCES

5. FINANCES

A. IEEE VOLUNTEER RESOURCES

<http://www.ieee.org/about/volunteers/index.html>

Information on IEEE travel policies, expense reporting, volunteer news, commonly used forms, and other resources to aid volunteers in their activities.

B. IEEE TRAVEL GUIDELINES AND REIMBURSEMENT

<http://www.ieee.org/documents/travelguidelines.pdf>