

### **SECTION 3 – AB MEMBERSHIP AND RESPONSIBILITIES**

3.1. **COMPOSITION.** The IEEE Awards Board consists of a Chair and Vice Chair, appointed by the Board of Directors, the Past Chair, and the Chairs of the Councils and Committees of the Awards Board listed below, all of whom are appointed by the outgoing Awards Board:

Medals Council  
Technical Field Awards Council  
Recognitions Council  
Finance Committee  
Presentations and Publicity Committee

In addition, there shall be six members – at - large: four to be appointed by the IEEE Board of Directors as recommended by the IEEE Nominations and Appointments Committee, one Division Director and one Region Director serving on the Board of Directors during their term of office to be appointed by their respective Vice Presidents. The Chairs of the Awards and Recognitions Committees of EAB, MGAB, SA, TAB and IEEE-USA serve as liaison members with vote and shall be appointed by their respective Vice Presidents.

The IEEE Board of Directors appoints one of its Executive Committee members as Coordinator to serve on the Awards Board as an ex-officio member without vote. The Coordinator serves as a direct line of communication between the Awards Board and the IEEE Executive Committee.

The Director, Corporate Awards/Foundation/Administration shall serve as the AB Secretary to the AB without vote.

All Awards Board members must be of senior member grade or higher.

3.2. **TERMS OF SERVICE.** The members of the IEEE Awards Board shall be appointed or reappointed annually for the calendar year. The Chair and Vice Chair are eligible for reappointment for one additional year, but normally would not serve in those offices for more than two consecutive years. Members-at-Large are eligible for appointment for three consecutive one-year terms. The Chairs of the Medals, Technical Field Awards, and Recognitions Councils, and the Finance and Presentation and Publicity Committees are eligible for appointment for three consecutive one-year terms. Other members of the Awards Board are appointed by other IEEE Organizational Units. Any terms of service limitations for those positions are specified by the appointing Organizational Unit.

### 3.3. **VACANCIES ON AB.**

- a) **AB Chair.** Should a vacancy occur in the office of the AB Chair, the IEEE Board of Directors shall fill the vacancy.
- b) **AB Vice Chair.** Should a vacancy occur in the office of AB Vice Chair, the IEEE Board of Directors shall fill the vacancy.
- c) **Other Vacancies.** Other vacancies shall be filled by the appointing bodies.

### 3.4. **RESPONSIBILITIES OF AB.**

- a) Develop an awards structure that recognizes excellence in activities in fields of interest to the IEEE, and recommend to the IEEE Board of Directors such changes as it deems to be in the best interest of IEEE.
- b) Administer the Institute awards listed in IEEE Policies 4.6 and monitor all other awards except that of Fellow grade election.
- c) The Awards Board, functioning as a selection committee, shall recommend candidates for the IEEE Medal of Honor to the Board of Directors.
- d) Supervise policy for all awards of the IEEE other than Fellow grade election (AB may delegate to the appropriate body responsibility for administration, selection of candidates and presentation of all awards, other than those listed in IEEE Policies 4.6.
- e) Consider and approve Committee and Council recommendations for recipients and alternates for each award, with accompanying citations, for subsequent recommendation of recipients to the Board of Directors.
- f) Consider and approve recommended IEEE candidates for awards of outside organizations, as necessary.
- g) Consider and approve appointments of IEEE members as representatives to outside organizations.
- h) Consider and approve the regulations of its Councils and Committees.

- i) Recommend establishment of new awards, for approval by the IEEE Board of Directors.
- j) Submit any additional recommendations for consideration by the IEEE Board of Directors.
- k) Assist the Chair in developing a recommended slate of candidates to serve on the AB in the ensuing year, for submission where required to the IEEE Nominations and Appointments Committee.

### 3.5. AB PROCEDURES.

- a) Periodic Review of Awards Structure. The Awards Board shall review annually the awards activities of the Institute and shall recommend to the Board of Directors such changes as it deems to be in the best interest of IEEE. At ten year intervals, or when necessary, the Awards Board appoints a subcommittee to critically review each individual IEEE award and recommends any changes in the awards structure to the Board of Directors in order to update and fully implement the intent of the program in the fields of interest of the IEEE.
- b) Evaluation of Awards Board Committee and Council Recommendations. The Awards Board will meet to:
  - (1) Review the recommendations of Award Selection Committees and Councils.
  - (2) Endorse selection of recipients and alternates for each award, for recommendation to the IEEE Board of Directors.
  - (3) Edit proposed citations for recommended recipients and alternates.
  - (4) Review any policy changes and recommendations to the program
- c) Voting Requirements for Selection of Award Recipients. The meeting quorum shall consist of a majority of the voting members. A majority affirmative vote of the voting members present is required in the final selections.
- d) Email Ballots. A unanimous vote of all AB members is required in order to pass any AB motion by e-mail ballot.

### 3.6. RESPONSIBILITIES OF AB OFFICERS

#### a) Responsibilities of Awards Board Chair:

- (1) Schedule and facilitate AB meetings.
- (2) Attend meetings of:
  - 2.a) Joint Award Presentations
  - 2.b) IEEE Honors Ceremony
  - 2.c) IEEE Foundation Board meetings
- (3) Serve as an ex-officio non-voting member of the IEEE Foundation Board of Directors.
- (4) Serve as Chair of the AB Operations Committee.
- (5) Ascertain the availability of funds for all IEEE Awards.
- (6) Provide final editing of citations for each recommended recipient and alternate, at the Award Board meeting.
- (7) Submit, for inclusion on the agenda of the IEEE Board of Directors, a report of the AB, containing:
  - 7.a) Recommended recipients for all awards, accompanied by summaries of their achievements.
  - 7.b) Any other recommendations from the AB for consideration by the IEEE Board of Directors.
  - 7.c) A written progress and activity report for that year.
- (8) Submit to the IEEE Nominations and Appointments Committee a slate of candidates recommended for appointment to the AB for the ensuing year.
- (9) Inform nominators of actions taken on remaining nominations.
- (10) Approve recommended appointments to committees, if necessary.
- (11) Approve plans and arrangements for presentation of IEEE Awards, as well as format and content of IEEE Awards brochures.

- 11.a) Attend Annual IEEE Honors Ceremony and Joint Award Presentations
- (12) Send letters to sections and societies soliciting nominations for IEEE Awards listed in IEEE P&P.
- 12.a) Send letters to relevant societies, regions and sections requesting that the recipients be recognized at an appropriate meeting of the societies, regions and sections and in their publications.
- (13) Send letters of appreciation to outgoing members of the AB.
- (14) Establish task force and ad hoc committees, if necessary, to facilitate the performance of AB activities, with the consent of the AB.
- (15) Prepare a timetable of AB Activities in consultation with IEEE staff for the upcoming year.
- (16) Serve as Past Chair of the AB upon completion of elected term(s) of office.

b) Responsibilities of AB Vice Chair

- (1) Serve as Chair of the Awards Planning and Policy Committee.
- (2) Serve as member of the AB OpCom.
- (3) Perform such duties as may be assigned by the Chair.
- (4) In the absence or incapacity of the Chair, the Vice Chair shall assume the duties of the Chair.

c) Responsibilities of AB Past Chair

- (1) Serve as Chair of the IEEE Medal of Honor Selection Committee, and the AB Nominations and Appointments Committee.
- (2) Serve as member of the AB OpCom.
- (3) Serve on the IEEE Nominations and Appointments Committee.
- (4) Perform such duties as may be assigned by the Chair

3.7. RESPONSIBILITIES OF AB MEMBERS- AT-LARGE

- a) Attend AB meetings and participate as a voting member.
- b) By mutual agreement with the AB Chair, perform special short term tasks related to awards matters.
- c) Serve as a member of the IEEE Medal of Honor Selection Committee.
- d) The IEEE Division and Region Directors serving as AB Members- At-Large shall provide liaison between the AB and TAB and MGAB, including making awards related reports to the AB and to their Organizational Units.

3.8. RESPONSIBILITIES OF ARC CHAIRS

- a) Attend AB meetings and participate as a voting member.
- b) Provide liaison between the AB and their organizational units, including making awards related reports to the AB and to their Organizational Units.
- c) Serve as a voting member of the Awards Planning and Policy Committee.

3.9. RESPONSIBILITIES OF AB COMMITTEES.  
See Operations Manual Section IV.

3.10. RESPONSIBILITIES OF AB COUNCILS AND AWARD SELECTION COMMITTEES.  
See Operations Manual Section V.