

MGA NOMINATIONS AND APPOINTMENTS COMMITTEE CHARTER

A. GENERAL

The committee shall report to the Member & Geographic Activities Board through the Past MGA Chair. Changes to this charter shall be approved by the Member & Geographic Activities Board.

B. SCOPE

The MGA Nominations and Appointments Committee shall be responsible for managing the nominations and appointments process and identifying qualified candidates based on the Common Characteristics and Skills defined for elected and appointed positions of the MGA Board and its Committees.

C. FUNCTIONS

The MGA Nominations and Appointments Committee shall:

1. Prepare and present to MGA Assembly a slate of candidates for appointment to the following positions:
 - MGA Chair/Vice President, Member & Geographic Activities (The MGA Assembly shall select and submit a slate of candidates for the position of Vice President – Member & Geographic Activities to the IEEE Assembly).
 - MGA Treasurer
 - Vice Chair, Member Development
 - Vice Chair, Geographic Unit Operations
 - Vice Chair, Information Management
 - Vice Chair, Strategic Management & Analysis
2. Prepare and present to the incoming MGA Vice Chairs a slate of candidates for appointed positions.

D. COMPOSITION

The MGA Nominations and Appointments Committee shall consist of the following:

Voting Members

- Committee Chair.
- Seven members appointed by a majority vote of the MGA Board. The MGA N&A Committee shall submit a slate of candidates, for service on the MGA N&A Committee, to MGA Board.

Corresponding Members

- Each Regional Nominations and Appointments Committee chair or an alternate appointed by the Region Director. Corresponding members receive all announcements and other documentation that is distributed to other Committee members, but do not attend regular Committee meetings.

The MGA Secretary shall receive all announcements and other documentation that is distributed to the Committee, but their participation in committee activities is not required.

E. APPOINTMENTS AND TERMS OF OFFICE

1. The Committee Chair shall be either the past past MGA chair or the immediate Past MGA Chair. In the event of incapacity or conflict of interest of the Chair, the most recent past Committee Chair available shall serve as chair.

The committee chair will also serve concurrently on the IEEE Nominations & Appointment Committee and may not resign from one position without also resigning from the other. In case of extenuating circumstances, and upon prior approval by the MGA Board, the MGA Board may appoint a different individual to serve on the IEEE N&A Committee and as MGA N&A Committee Chair.

2. Excluding the Committee chair, MGA N&A Committee members may not simultaneously serve on the MGA Board.
3. Excluding the Committee chair, the 7 members shall serve a two-year term commencing 1 January in accordance to the following:
 - a. Three (3) members shall be from Regions 7-10 and four (4) members shall be from Regions 1-6
 - b. At least one of the committee members shall have obtained his or her first collegiate degree within the last ten years at time of election.
 - c. Individuals may not serve more than three years on the Committee.

F. ADMINISTRATION

FROM THE MGA OPERATIONS MANUAL

4.1 MGA COMMITTEES

- A. Establishment. The MGA Board Chair, with the advice and consent of the Member & Geographic Activities Board, may establish standing committees to facilitate the performance of duties assigned. The MGA Board shall approve the charters of all MGA standing committees. The charter for each standing committee shall specify the processes by which its Chair and membership are selected. Appointments made to committee membership shall be for one year, starting 1 January, with reappointment possible for a maximum tenure of three consecutive years, unless otherwise specified in the standing committee charter.
- B. Member Eligibility Requirements. To be eligible to be a Chair or a voting member of any MGA committee, except the Student Activities Committee, the member shall be at IEEE Graduate Student Member, Member, Senior Member or Fellow grade. At the discretion of MGA Board, Student members, when appointed to other MGA Committees, may be granted voting privileges.
- C. Review of Committees. All MGA standing committees shall be reviewed at regular intervals to ensure that their respective scopes and compositions continue to serve the best interests of the Member & Geographic Activities Board and its membership.
- D. Meetings of MGA Committees.
1. Meetings shall occur at the call of the Chair. Provisions shall be made in the MGA budget for expenses incurred in the work of all MGA Committees.
 2. It is recommended that each MGA Committee have one face-to-face meeting during the year and they should take place independently of MGA Board and IEEE Board of Directors meeting series.
 2. A quorum shall be a majority of the voting members of the Committee. Voting shall be by majority vote, provided a quorum is present. The Chair shall have no vote unless the vote is by secret ballot or his/her vote can change the outcome. Robert's Rules of Order (latest revision) shall be used to conduct business at meeting of the Committee.
 3. All MGA Committees are encouraged to take advantage of electronic communication to conduct business.
 4. The 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.
- E. Appointments. The voting members of MGA Standing Committees appointed by individuals or committees, other than the Member and Geographic Activities Board, as specified in this Operations Manual, shall be annually submitted to the Member and Geographic Activities Board for affirmation.
- F. Vacancy. If vacancies occur, they are filled using the methodology originally used to fill that position. In the event of the incapacity of the Chair, the immediate Past Committee Chair shall serve as Acting Chair until such time as a successor has been identified. In the event of the absence of the Chair, the immediate Past Committee Chair shall serve as Acting Chair or, if not available, the voting members of the Committee present, from amongst their own, shall select someone to so serve.
- G. Vote To Remove a Member of a MGA Standing Committee. A member of a MGA Standing Committee may be removed as a member of that committee, with or without cause, by an affirmative vote of two-thirds of the members of the appointing body present at the time of the vote, provided a quorum is present.