



## **IEEE Election Oversight Committee Operations Manual**

IEEE  
445 Hoes Lane  
Piscataway, NJ 08854 USA

Approved by the IEEE Board of Directors in November 2017, and incorporating subsequent revisions through 22-23 November 2020.

# IEEE ELECTION OVERSIGHT COMMITTEE OPERATIONS MANUAL

## 1. Responsibilities

The IEEE Election Oversight Committee (EOC) will assist the President, the Board of Directors, IEEE Staff, candidates and petitioners in IEEE elections, and IEEE Organizational Units and volunteers in addressing election matters in the IEEE Annual Election and other IEEE elections. The Committee is also responsible for the official discussion forum on Constitutional Amendments ("referendums"). It also will provide advice and guidance on electioneering related matters and recommend appropriate changes to election campaign procedures.

EOC shall focus on the following areas:

- Election campaign matters addressed in IEEE governing documents;
- Election campaign matters not covered by IEEE governing documents;
- Verifications and presentation of candidate credentials;
- Compliance of candidates, petitioners and other volunteers with election-related Bylaws, IEEE Policies, customary practices, and Board of Directors resolutions.

In the areas outlined above, the Committee will perform the following tasks:

- Process questions from candidates, petitioners and others;
- Develop, maintain, and moderate an official discussion forum for Constitutional Amendments, and work with the individual amendment initiators to merge statements, or present contested issues in a single narrative that provides the voter with distinct alternatives;
- Provide advice, guidance and interpretation of IEEE Bylaws, Policies, and other pertinent regulations (solicited or unsolicited);
- Assist in reviewing and processing complaints and protests;
- Make recommendations to the President, the Board of Directors and other governing bodies and Organizational Units about proposed disposition of queries and complaints about candidates, petitioners and other volunteers;
- Make recommendations to the pertinent bodies on changes in related IEEE governing documents;
- Make recommendations on needs for education and information dissemination;
- Lead education and information dissemination programs regarding elections;
- Engage in collection, analysis and presentation of pertinent data;
- Investigate and develop recommendations to the President and other leaders of organizational units as required by IEEE policies when legal and ethical issues are referred to the Committee, including recommendations to disqualify a candidate;
- Accept and perform other relevant duties, as directed by the President or the Board of Directors.

The Committee will report to the IEEE Board of Directors. Appointment procedures for members, Chair and Vice-Chair shall follow the standard IEEE nominations and appointments process. The Committee will meet as needed.

## **2. Membership**

### **A. Composition**

The Committee shall have no fewer than five members, nor more than seven members including a Chair and Vice Chair. At least three members shall have been previously elected using the IEEE Annual Election ballot system. At least one of the members shall be a current or past member of the IEEE Tellers Committee. At least one of the members must be a current or past member of the IEEE Nominations and Appointments Committee.

Ineligible for Membership:

- individuals who are on the slate of the current or following year's Annual IEEE Election;
- individuals who are petitioners for a position on the slate of the current or following year's IEEE Annual Election;
- individuals currently serving on the IEEE Board of Directors;
- IEEE Directors-Elect.

### **B. Terms of Appointment**

Members may be appointed for three-year staggered terms to ensure continuity.

The Chair and Vice Chair shall be selected from among the Committee members and serve a one-year term with reappointment permissible. Normally the Chair shall have served at least one year as a member of the Committee prior to becoming Chair.

Members may be reappointed for additional terms but after six years of consecutive service must not be on the Committee's roster for at least two years before they may be reappointed.

## **3. Governing Documents**

The IEEE governing resources and documents that are used to guide the Committee's activities are:

- IEEE Governing Documents  
<https://www.ieee.org/about/corporate/governance/index.html>
- IEEE Constitution and Bylaws  
[https://www.ieee.org/documents/ieee\\_constitution\\_and\\_bylaws.pdf](https://www.ieee.org/documents/ieee_constitution_and_bylaws.pdf)
- IEEE Policies  
[https://www.ieee.org/documents/ieee\\_policies.pdf](https://www.ieee.org/documents/ieee_policies.pdf)

- IEEE Code of Ethics  
<https://www.ieee.org/about/corporate/governance/p7-8.html>
- IEEE Code of Conduct  
[https://www.ieee.org/about/ieee\\_code\\_of\\_conduct.pdf](https://www.ieee.org/about/ieee_code_of_conduct.pdf)
- IEEE Electronic Mail Policy (IEEE Email Terms and Conditions)  
[https://www.ieee.org/membership\\_services/membership/products/ieee\\_email\\_policy.html](https://www.ieee.org/membership_services/membership/products/ieee_email_policy.html)

Within these documents, the following sections are expected to be of highest relevance to the operation of EOC:

### **IEEE Constitution**

- ARTICLE XII – NOMINATIONS AND ELECTIONS
- ARTICLE XIV – AMENDMENTS

### **IEEE Bylaws**

- I-300. General
- I-305. Functions and Membership of the Committees - Section 3. Election Oversight Committee
- I-307. Nominations and Elections

### **IEEE Policies**

- Section 7.8 - IEEE Code of Ethics
- Section 7.10 - Procedures for Member Conduct Complaints
- Section 9.10 - Parliamentary Rules and Procedures
- Section 9.19 - IEEE Electronic Mail Policies
- Section 9.26 - Civility Policy
- Section 9.27 - IEEE Policy Against Discrimination and Harassment
- Section 9.27 - IEEE Social Media Policy
- Section 13 - Nominations and Elections
- Section 14 - IEEE Mailing Lists and Rosters

## **4. Implementation of Pertinent Bylaws and Policies**

### **A. Disqualification of Candidates**

	<b>Step</b>	
1	Referral	The Legal and Compliance Department forwards to EOC information that may lead to disqualifying an individual.

2	EOC Preliminary Review	- EOC decides not to pursue (END OF PROCESS), OR - EOC decides to pursue.
3	Following preliminary review, if EOC decides to pursue, EOC	(1) Advises the vetted person that EOC has received information that may disqualify them from being a candidate; (2) Provides the candidate with the rules and a summary of the charges/allegation; (3) Requests that the candidate affirm her/his desire to continue to be a candidate or be considered to become a candidate; (4) Requests that the candidate provide EOC with any additional commentary or information that may be helpful in its additional deliberations.
4	If EOC decides not to continue pursuit	EOC informs the Legal and Compliance Department. (END OF PROCESS)
5	IF EOC recommends disqualification	EOC informs the appropriate body of its recommendation (IEEE or OU Nominations & Appointments Committees (N&A), the President or OU Chair).
6	Disposition of a recommendation	Appropriate Body accepts or rejects EOC's recommendation (see 7-10)
7	If the President is the 'appropriate body' and is in agreement with EOC's recommendation	The candidate and the Legal and Compliance Department are informed and the President informs the Board of Directors of her/his decision.
8	If the President is the 'appropriate body' and is not in agreement with EOC's recommendation	The President informs the candidate and the Legal and Compliance Department of her/his decision. (END OF PROCESS)
9	If the N&A Committee, OU N&A Committee or OU Chair is the 'appropriate body' and it agrees with the EOC	The N&A Committee, OU N&A Committee or OU Chair informs the candidate and the Legal and Compliance Department of its decision.
10	If the N&A Committee, OU N&A Committee or OU Chair is the 'appropriate body' and it disagrees with the EOC	EOC informs the President or appropriate OU Chair who reviews the EOC recommendation and based on agreement follows steps 7 and 9 as noted above. If the President or appropriate OU Chair disagrees follow step 8 noted above.

**B. Sanctions Due to Violations of Campaigning Policies - Candidates (IEEE Annual Election)**

	Step	
1	Referral	EOC receives information or complaints
2	EOC Preliminary Review	- EOC decides not to pursue, or corresponds with the candidate to remove potential for future violations (END OF PROCESS), OR - EOC decides to pursue.
3	Following preliminary review, if EOC decides to pursue, EOC	(1) Advises the candidate that EOC has received information that may lead to sanctions; (2) Provides the candidate with the rules and a summary of the information EOC received; (3) Requests that the candidate affirm her/his desire to continue to be a candidate or be considered to become a candidate; (4) Requests that the candidate provide EOC with any additional commentary or information that may be helpful in its additional deliberations. (5) Advises the Legal and Compliance Department.
4	If EOC determines there will not be sanctions	EOC informs the candidate, the President and the complainant that no action will be recommended. (END OF PROCESS)
5	IF EOC decides on advisement of sanctions for a violation, as follows:	
5A	If EOC recommends censure without public notification <i>INAPPLICABLE FOR PETITIONERS</i>	EOC informs the President with evidence and rationale, as well as proposed language of censure message. President informs the candidate if she/he rejects the recommendation. President informs the candidate and the Board of Directors if she/he accepts the recommendation. President's decision is final.
5B	If EOC recommends censure with public notification <i>INAPPLICABLE FOR PETITIONERS</i>	EOC informs the President with evidence and rationale, as well as proposed language of censure message. If President rejects recommendation she/he informs the candidate. If President accepts recommendation she/he informs the

		candidate and candidate may request President to reconsider. President's decision is final and Board of Directors is informed.
5C	If EOC recommends disqualification of a CANDIDATE	EOC informs the President with evidence and rationale, as well as proposed language of disqualification message. If President rejects recommendation she/he informs the candidate. If President accepts recommendation she/he informs the candidate and the Board of Directors. The candidate may request an appeal and the matter will be referred to the Board of Directors for review. The decision of the Board of Directors is final and the candidate is informed.
5D	If EOC recommends disqualification of a PETITIONER	EOC informs the President with evidence and rationale, as well as proposed language of disqualification message. President informs the petitioner of decision. The President's decision is final and the Board of Directors is informed.
6	Conclusion	The IEEE Legal and Compliance Department is informed of the status of the matter.

**C. Sanctions Due to Violations of Campaigning Policies - Candidates (Elections other than IEEE Annual Election)**

For candidates in elections other than the IEEE Annual Election, the Election Oversight Committee shall follow the steps outlined for the previous section - Sanctions Due to Violations of Campaigning Policies - Candidates (IEEE Annual Election) - with the exception that recommendations will be provided to the Chair of the appropriate OU for disposition.

**D. Sanctions Due to Violations of Campaigning Policies - Non-Candidates**

	Step	
1	Referral	EOC will receive information and complaints
2	EOC Preliminary Review	- EOC decides not to pursue, or to have a friendly correspondence with the member to remove potential for future violations (END OF PROCESS), OR

		- EOC decides to pursue.
3	If EOC decides to pursue, EOC	(1) Lets the member know EOC has received information that may lead to sanctions; (2) Provides the member with the rules and a summary of the information EOC has; (3) Requests that the member provide EOC with any additional commentary or information that may be helpful in its additional deliberations. (4) For the purpose of future referral, identifies the Chair of the Organizational Unit for which the election is held; and the body that will be recognized as the executive committee of the pertinent Organizational Unit.
4	If EOC decides not to pursue	EOC informs the member. (END OF PROCESS)
5	IF EOC decides on advisement of a violation	EOC informs the member, with explanation that continued violations may lead to additional sanctions. Copy to the Chair of the Organizational Unit for which the election is held.
6	If EOC recommends censure without public notification	EOC informs the Chair of the Organizational Unit for which the election is held with evidence and rationale, as well as proposed language of censure message. If the Chair rejects the EOC recommendation she/he informs the member. If the Chair accepts the EOC recommendation she/he informs the member and the executive committee of the pertinent Organizational Unit. The Chair's decision is final.
7	If EOC recommends censure with public notification	EOC informs the Chair of the Organizational Unit for which the election is held with evidence and rationale, as well as proposed language of censure message. If the Chair rejects EOC's recommendation she/he informs the member. If the Chair accepts EOC's recommendation she/he informs the member. The member may request the Chair of the Organizational Unit for which the election is held to reconsider. The decision of the Chair of the Organizational Unit for which the election is held is final and the executive



		committee of the pertinent Organizational Unit is informed.
8	If EOC recommends that the member be removed from some or all IEEE volunteer positions for a period of time (this recommendation may come on top of the sanctions described in earlier parts of this table)	EOC informs the President with evidence and rationale, as well as proposed language of sanction. If the Chair rejects EOC's recommendation she/he informs the member. If the Chair accepts EOC's recommendation, she/he informs the member. The member may request an appeal and the matter will be referred to the Board of Directors for review. The decision of the Board of Directors is final.
9	EOC may refer the violation to the IEEE Ethics and Member Conduct Committee, which may recommend additional sanctions, up to and including expulsion from IEEE (this referral may come on top of the sanctions described in earlier parts of this table).	
10	Conclusion	IEEE Legal and Compliance Department is informed of the status of the matter.

E. Sanctions Due to Violations of Campaigning Policies - Constitution Amendment Petitioners

	<b>Step</b>	
1	Referral	EOC will receive information and complaints.
2	EOC Preliminary Review	<ul style="list-style-type: none"> <li>- EOC decides not to pursue, or corresponds with the petitioner to remove potential for future violations (END OF PROCESS), OR</li> <li>- EOC decides to pursue.</li> </ul>
3	Following preliminary review, if EOC decides to pursue, EOC	(1) Advises the petitioner that EOC has received information that may lead to sanctions;

		<p>(2) Provides the petitioner with the rules and a summary of the information EOC has;</p> <p>(3) Requests that the petitioner provide EOC with any additional commentary or information that may be helpful in its additional deliberations.</p>
4	If EOC decides not to pursue	EOC informs the petitioner. (END OF PROCESS)
5	If EOC recommends termination of the PETITION process	<p>EOC informs the President with evidence and rationale, and proposed termination message.</p> <p>President accepts or rejects EOC's recommendation, and informs the petitioner and the Board of Directors.</p> <p>The petitioner may request an appeal and the matter will be referred to the Board of Directors for review. The appeal is to be received at IEEE Headquarters not later than seven (7) working days following the notification.</p> <p>The decision of the Board of Directors is final and the petitioner is informed.</p>
6	EOC may refer the violation to the IEEE Ethics and Member Conduct Committee, which may recommend additional sanctions, up to and including expulsion from IEEE (this referral may come in addition to the sanctions described in earlier parts of this table).	
7	Conclusion	IEEE Legal and Compliance Department is informed of the status of the matter.

## 5. Constitutional Amendments (Referendums)

Amendments to the IEEE Constitution shall be made by the vote of the voting members. They may be proposed by the IEEE Board of Directors or by member petition.

### **A. IEEE-Moderated Forum**

The IEEE Election Oversight Committee (EOC) is responsible for developing, maintaining and moderating an official forum on Constitutional Amendments. The official forum is open to all IEEE members. The forum shall be established and facilitated by the EOC within ten (10) days following approval of the petition that will place a proposed Constitutional Amendment on the IEEE Annual Election ballot. A public annual election website shall post information about the forum and the Community. Announcements shall be included in THE INSTITUTE.

EOC will determine the platform to be used for the forum.

A forum will be created for each referendum proposal that shall appear on the IEEE Annual Election ballot. In the event of multiple proposals, each forum will include a reference to the other forums.

Constitutional Amendment initiators may place a statement on the ballot. If a statement is available, it will be published as the first post in the forum for discussion.

Forum moderators will assist participants to develop the "in support" and "in opposition" statements for inclusion in the ballot materials.

### **B. Forum Moderators**

The IEEE Election Oversight Committee (EOC) is responsible for moderating the official forum. EOC Chair will appoint two members to act as moderators. Additional moderators may be appointed as needed.

In carrying out these activities, the role of the moderators will be to support the discussions and to ensure a collaborative environment where members are free to discuss and share viewpoints. The moderators will:

- Strive to observe all posts within 12 hours of posting
- Seek to have a minimal interaction and reinforce guidelines and policies, and IEEE Professional behavior through redaction rather than deletion
- Facilitate a structured discussion. The discussion shall also advocate and propose usage of the features available in the online discussion platform.

The moderators may post deadline reminders in the forum, and if necessary, recommend to forum participants to consider forming/finalizing the statement(s).

The online forum platform will automatically prevent posts that contain inappropriate words/terms.

The information shared in the forum shall not be more restrictive than "IEEE Proprietary" (see [IEEE Policies](#), Section 9.25. Information Disclosure Policy.)

### **C. Participation in Online Forums**

All IEEE members are encouraged to participate in the discussions in the forums. IEEE members in good standing are eligible to participate in the forums. The use of IEEE Account is required to authenticate access to the forums.

All participants shall conform to the forum's terms of use, in connection with the IEEE Terms and Conditions, Copyright Policy, Privacy Policy, and IEEE Bylaws and Policies that govern the use of the IEEE forum platform. The forum's terms of use should be read prior to the use of the forum. Use of the forum constitutes acceptance of the terms of use.

Board members may participate in the discussion prior to Board of Directors' decision to endorse or oppose a referendum(s). At such time, in the event the Board of Directors moves to endorse or oppose a Constitutional Amendment, members of the Board of Directors shall not act in a manner that undermines any such motion of the Board of Directors. This shall allow continued free discussion of the Constitutional Amendment by all IEEE members other than members of the Board of Directors. (See [IEEE Bylaw I-308.1](#). Constitutional Amendments)

Only individual members may participate in the forum discussions. Organizational Units shall not endorse or oppose a Constitutional Amendment whether it was member initiated or proposed by the Board of Directors.

#### **Instructions for Participants:**

The forums will be open to all IEEE members for discussions on the proposed Constitutional Amendments. Forum participants may provide a single consensus statement "in support" and a single consensus statement "in opposition" that will be placed on the IEEE Annual Election ballot.

- Comments should be crafted to make a positive contribution to the discussion and help move the discussion to the goal
- Forum participants will collaborate to produce the "in support" and "in opposition" statements

- All forum discussions will be “read-only” during balloting period

Regulations and instructions for forum participants will be published in the forum and on the IEEE Annual Election website.

#### **D. Multiple Amendments in Online Discussion Forum for the Same Ballot**

In the event that multiple petitions for Constitutional Amendments are submitted which have portions of overlapping content or seek opposing or inconsistent goals, the EOC and IEEE Corporate Governance staff shall work with individual amendment initiators to merge amendments, or present contested issues in a single narrative that provides the voter with distinct alternatives. (See [IEEE Bylaw I-308.3.](#))

Prior to finalizing the statement that will accompany the petition form used during the petition signature collection process, EOC may offer to create an online “workspace” to be used by the individual initiators and EOC to merge amendments or present contested issues in a single narrative.

In the case of disagreements, the President, in consultation with the IEEE Secretary and the Executive Director, and with advice from the Chairs of: the IEEE Election Oversight Committee, the IEEE Governance Committee, and the IEEE Tellers Committee, shall resolve such disagreements or limit the number of amendments that will appear on the annual election ballot. The agreed upon resolution shall be promptly reported by the President to the IEEE Board of Directors.

#### **F. Final Statements for Referendums**

In accordance with [IEEE Policies](#), Section 13.7.1.B. Statements for Referendums, a proposed amendment on the IEEE Annual Election ballot shall be prefaced by a notice that indicates if the amendment was placed on the ballot by the IEEE Board of Directors or by member petition, and it shall include a URL or similar reference to an IEEE-moderated discussion forum for statements “in support” or “in opposition” to the amendment.

Preparing the final “in support” and “in opposition” statements:

- One of the lead advocates for the “in support” statement may propose a first draft of the final “in support” statement as a forum post. Comments and replies should be focused on moving towards a final revised text suitable to be the “in support” statement of the Amendment.
- One of the lead advocates for the “in opposition” statement (if any) may propose a first draft of the final “in opposition” statement as a forum post. Comments and replies should be focused on moving

towards a final revised text suitable to be the “in opposition” statement of the Amendment.

In accordance with [IEEE Bylaw I-308.6.](#), statements “in support” or “in opposition” of the Amendments placed on the annual election ballot shall be received at the office of the IEEE Executive Director no later than the first working day following 30 June of the election year. The statements shall not exceed the maximum word count (see [IEEE Policies](#), Section 13.7.1.C. Word Count.)

The moderators will facilitate the submission of the final statements developed in the forum(s).

### **E. Forum Archives**

All forum discussions will be archived after 31 December of the year of the election.