Attendees at the meeting were:

**Officers (voting)**
- Siller, Curtis
- Cheung, Nim
- Freeman, Harvey
- Gelman, Alex
- Saracco, Roberto
- Zuckerman, Doug

**Members-at-Large (voting)**
- Atkinson, T. Scott
- Blake, Bob
- Blank, Howard
- Cimini, Len
- Greenstein, Larry
- Li, Chung-Sheng
- Liegeherr, Jorg
- LoCicero, Joe
- Moyer, Stan
- Ohta, Naohisa
- Stuetgen, Heinrich

**Directors (non-voting)**
- Goyal, Shri
- Jagodic, Marko
- Jajsyczyn, Andrzej
- LoCicero, Joe
- Ohta, Naohisa
- Perra, Pierre
- Sasase, Iwao
- Shapiro, Bob
- Taylor, Des
- Veiga, Ricardo
- Weinstein, Steve

**Officers (non-voting)**
- Liegeherr, Jorg
- Blank, Howard
- Howell, Jack
- Karol, Mark

**IEEE Div III Dir. (voting)**
- De Marca, Roberto
- Karol, Mark (Director-Elect)

**Absent**
- Hong, James
- Bill Tranter

**Invited Guests**
- Worthman, Bruce

**Recording Secretary**
- Swaim, Carole

1. **Opening Remarks – Curtis Siller (Attachment 1 – Agenda, Presidents Reports)**

Curtis called the BoG to order at 1:15 p.m., welcoming Board members and visitors.

The meeting agenda was approved with modifications. The consent agenda was approved after removing OpCom-approved motions (05:02, 05:03, 05:04, 05:05, and 05:06) for further consideration in this meeting; motion 05:01 passed on consent agenda.

The following minutes were approved: BoG2 2004 (Dallas), OpCom1 2005 (New Orleans) and BoG-Executive Session (Newark).

During the meeting Curtis welcomed new Board members: Roberto Saracco (VP Society Relations) and Members-at-Large: Chung-Sheng Li, Bob Blake, Len Cimini, Jerry Gibson, and Larry Greenstein. He welcomed a delegation from KICS, introduced by Byeong Gi Lee.

2. **Officer Reports and Issues**

A. **Membership Development Council – Alex Gelman (Attachment 2)**

Alex (with Raouf, Doug, Harvey) is looking to link standards working groups with ComSoc-sponsored conferences. Shri is working with International Symposium on Power Line Communications; Alex is dealing with Broadband over Power Lines subcommittee. (action 05:02 continuing)

For member stretch goals, Alex laid out short-term and long-term goals. Recommendations to offset higher-grade non-renewals are: focus on younger members, “go after” 31,000 graduates from the last decade (GOLD), solicit IEEE non-renewals/nonmember mailing lists; Regional Directors to implement regional initiatives.
Retention/recruitment strategies include promoting eligible members to Senior grade, promoting Affiliate membership, introducing 3-tier conference registration, and launching standards-related activities. Alex will come to BoG2 with proactive ways to implement strategies. (action 05:01, continuing)

Regional Directors – reference attached reports.

Marketing:

Our half-year free campaign was delayed due to new online procedures requiring those with IEEE web accounts to use them.

Steve is looking for editorial management for the “Practical Applications Supplement” in Communications Magazine. Curtis will form a committee to investigate starting an industry-related magazine with industry-related case studies for working engineers.

The initiative for corporate-sponsored web seminars has been submitted to IEEE and is under development.

$45K was added to the 2006 marketing budget, restoring total marketing spending to 2005 levels.

Membership Programs Development

Chapter Funding requests are under review; 2005 Chapter Achievement Award winners will be announced at Globecom.

A committee to modify Nominations & Elections policies/procedures identified areas for revision; Pierre will bring recommendations to OpCom2. (action 05:04 continuing)

Society Structure & Governance recommended set procedures for electronic voting (consent agenda motion 05:01). Pierre brought revisions to BoG1 and moved “that the BoG approve the e-mail meeting procedures as presented in this meeting.” (motion 05:07) Approved; 16 in favor; none opposed.

B. Society Relations Council – Roberto Saracco (Attachment 3)

The consensus of BoG1 is Roberto Saracco should pursue a cooperation agreement with The Society for Professional Engineers of South Africa (SPE) for finalization in September.

Sister Societies – Naohisa Ohta

Sister Society Summit took place in Seoul attended by nine sister societies and ComSoc. Four renewal agreements were signed: SBrT (Brazil), CCIS (Croatia), and IEICE (Japan), and VDE (Germany).

A group was set up to determine initiatives sister societies could do jointly; this will be completed in July and circulated among societies. Roberto Saracco will present a “joint project” to BoG2. (action 05:19 new)

Societies will expand current activities: e-news exchanges and joint technical co-sponsorship of publications/conferences; pursue a “trial” ComSoc on-line tutorial service. Roberto and Naohisa will follow up with the CIE and CIC publications initiatives.

Related Societies – Joe LoCicero
USA Committee on Communications & Information Policy (CCIP) has been informed that ComSoc will not provide a formal representative to their organization.

Stan Moyer’s committee is investigating a possible ComSoc/Consumer Electronics merger but has not reached any conclusion. A scope will be drafted incorporating activities that could result from a merger. Stan will bring results to OpCom2. (action 05:18, continuing)

C. Society Structure & Governance Committee – Celia Desmond (Attachment 4)

Celia moved “that the Board approve a BoG restructure effective 1 January 2008 as follows and revise the Bylaws to reflect this change:

- VP - Technical Activities
  - Director - Education
  - Director – Standards
- VP - Member Relations
  - Director – Membership Programs Development
  - Director – Sister & Related Societies
- 4 Directors for the 4 geographic regions (AP, EAME, LA, NA)
  - Director – Marketing & Industry Relations
- VP Publications
  - Director – Magazines
  - Director – Journals
  - Director – On-Line Content
- VP Conferences
  - Director – Conference Operations
  - Director – Conference Development

Reporting structure for Technical Committees, CIO, Treasure and Standing Committees remains the same as in the present structure.

(motion 05:08) Approved by 2/3 vote; 14 in favor; none opposed.

D. Technical Activities - Harvey Freeman (Attachment 5)

Shri will define strategic interests of conferences so technical committees are clear on whether or not they should endorse a particular conference applying for technical co-sponsorship. (action 05:20 new)

Harvey and the Technical Committees Recertification Committee are seeking to reorganize technical committees either by areas of interest or hierarchical; Harvey will make a recommendation to BoG2 and the incoming VP TA. (action 05:21 new)

Tutorials were recorded “live” at ICC 2005. Editing tools should shorten the process 1-2 months. Corporations have expressed interest in “Tutorials Now package deals”.

E. Conference Finance – Howard Blank

Howard presented the business plan for ComSoc-owned LCD projectors which will be the “norm” for conferences. Howard will include a similar initiative in the 2006 budget for purchasing wireless routers for conference use.

Conference F&A Co-Treasurer
Amending OpCom motion (05:06) removed from the consent agenda, Roberto de Marca moved “that the BoG resolve that all ComSoc greater-than-50%-financially sponsored conferences held on or after January 1, 2006, shall have the ComSoc Finance &
Administration Manager as a co-treasurer of the conference in accordance with the following responsibilities:

The staff co-treasurer is responsible for:
- Budget review
- Checkbook custody and management of the principle conference account (IEEE concentration banking)
  Conferences held outside the USA shall be entitled to hold one additional local bank account under the custody of the volunteer co-treasurer. Conferences held within the United States may have a local account. Local accounts, whenever needed, will be opened with the approval of the ComSoc M&C Director in consultation with the ComSoc Treasurer.
- Transaction recording
- Closing conference books including official financial reporting

The volunteer co-treasurer is responsible for:
- Budget compilation and management, including pricing, revenue and spending decisions
- Managing expenses, including all approvals before disbursement
- Submission of budgets and forecasts to organizing/steering committee
- Whenever necessary, open and manage local currency bank account (upon approval by ComSoc M&C Director)
- Manage on site transactions (consistent with budget, contract, and payment terms).

If the conference organization so desires the ComSoc F&A manager can act as a sole treasurer or absorb one or more of the volunteer co-treasurer responsibilities.

(motion 05:06) Approved; 17 in favor; none opposed.

F. Constitution/Bylaws/Policies & Procedures – Celia Desmond/Roberto de Marca (Attachment 6)

ComSoc Election – Electronic Balloting
Celia presented a recommendation from IEEE and ComSoc Nominations & Elections Standing Committee that the 2005 ComSoc election process be “all-electronic”. Roberto de Marca moved “that the Board approve that electronic ballots only be sent to eligible ComSoc members who indicate they do not want to receive a paper ballot. All those who do not opt for electronic ballot will be sent a paper ballot.”  (motion 05:09) Approved; 10 in favor; 6 opposed. Financial impact is $25K ($25K is still in the budget.)

Constitution – IEEE Board of Directors
Roberto de Marca moved “ComSoc Constitution Article 5.1.1 Elected Officers be changed as follows: ‘Society representatives(s) to IEEE Board of Directors’ be changed to ‘Society membership representative(s) to IEEE Board of Directors’. The following shall be deleted from the Constitution: ‘The nominations and elections procedure for officers includes petition signed by 200 Members.’”  (motion 05:10) Approved; 13 in favor; 4 opposed.

ComSoc Elections – Petitioning for Candidacy
Roberto de Marca moved “the Board approve that a petition for President-Elect, Vice President, and Board of Governors Member-at-Large shall be signed by at least 300
ComSoc members in good standing and who are eligible to vote. This number will be reviewed by the Nominations & Elections Committee every two years, effective 2006. This will be reflected in the Bylaws under Article 7.8 Nominations & Elections Committee as follows:

7.8.1 Petition Candidates: Individual voting members may propose, by petition, names to be added to the ballot for the offices of President-Elect, Vice-President and Board of Governors Member-at-Large, whichever is applicable. Petitions may be circulated and signed no earlier than 15 December of the year preceding the election. Such nominating petitions shall, at the time they are signed by the petitioners, set forth the office, the term of the office (expressed in date form), and the name of the proposed candidate. Petitioners shall be identified by their full name and IEEE membership number. The completed petition, with original signatures, shall be submitted in a letter to the Chair, Nominations & Elections (N&E), to be received at IEEE ComSoc Headquarters no later than 23:59 UTC on January 31st of the year of the election. E-mails sent by the petitioners to the Chair of the ComSoc N&E Committee before the deadline are also acceptable proof of support to the candidate. Evidence that the petition candidate is willing to serve if elected shall accompany the petition. A petition for President-Elect, Vice President, and Board of Governors Member-at-Large shall be signed by at least 300 ComSoc members in good standing and who are eligible to vote. This number will be reviewed by the Nominations and Elections Committee every two years, effective 2006. Upon meeting the above requirements, as verified by the Chair of the Nomination and Elections Committee, the petition candidate will be added to the election ballot along with those previously identified by the N&E Committee.”

(motion 05:11) Approved; 13 in favor; 2 opposed.

Bylaws Standing Committee:
Roberto de Marca moved “that the BoG approve a Standing Bylaws Committee. The Bylaws Committee is responsible for effecting the Bylaw changes that resulted from actions of the Board of Governors, making sure the new text is consistent with existing wording. It is also responsible for periodically proposing changes that will keep the Bylaw's current, allowing an efficient management of the Society. Membership: A Chair appointed by the President and three additional members: 1) the Board of Governors Parliamentarian, 2) one previous ComSoc president and 3) one sitting Board of Governors Member at Large. The last two members are appointed by the President upon recommendation of the Committee Chair. The Chair and committee members will serve two-year terms concurrent with the President, with one reappointment being allowed.

(motion 05:12) Approved; 17 in favor; 2 opposed.

Joe LoCicero requested each Vice President to review all policies and procedures within their area of authority by BoG2. (action 05:22; new)

Conference Support Policy – Priority Order
Amending OpCom motion from Consent Agenda, Roberto de Marca moved "that to assure cost-effective and high quality conference support, conference committees are required to use qualified resources in the following priority order: 1) unpaid volunteers, 2) paid IEEE and/or ComSoc staff and 3) contracted support. Conference budgets for conferences having greater than 50% financial interest by ComSoc shall clearly identify these items, with such budgets being approved by the Director of M&C as a condition for overall conference approval by IEEE. Contract support may only be used under special circumstances, such as cost savings compared to staff, unavailability of staff, or unique
qualifications. In such cases, concurrence is needed by the VP Membership Services in consultation with the Executive Director.” (motion 05:02) Approved 16 in favor; none opposed.

G. Executive – Jack Howell (Attachment 7)

Upon recommendation of the Staff & Facilities Committee, Jack moved “that the BoG approve converting the following long-term temp/part-time positions to full-time positions: M&C Assistant, Senior Conference Planner, Finance & Administration Assistant, and Finance & Administration Associate.” (motion 05:13) Approved; 14 in favor; none opposed.

Jack noted a change in policy for Staff & Facilities: approval of potential long-term temps will be done by the Executive Director with the advice and consent of the President, and be reflected in ComSoc Policies & Procedures. (action: 05:23, new)

H. Finance – Howard Blank (Attachment 8)

Howard reported the un-audited actuals for 2004 showing a net surplus (including investment gains) of around $210K, and the projection for 2005 which currently stands at around $300K, which is $100K better than what ComSoc committed to TAB FinCom.

Revisiting OpCom motion (05:04) from the Consent Agenda, Harvey proposed (in keeping with IEEE Bylaws) “that using the 2005 ComSoc dues as the base, the 2006 membership year dues be increased in accordance with the rate of inflation in the US, based on the Consumer Price Index (CPI) for the preceding calendar year, rounded up to the nearest whole dollar. For 2006, this would result in an increase in member dues by $2 and students by $1.” Not approved; 4 in favor; 13 opposed. (motion failed)

Harvey moved “that in accordance with the BoG’s desire to promote e-publications, the following publications prices will be in effect for 2006 - voting each section separately and adding a column for ‘General Interest (IEEE Member/Non-ComSoc Member)’.” (motion 05:14) Approved; 13 in favor, none opposed.

<table>
<thead>
<tr>
<th>Member Subscriptions for Print and Electronic</th>
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<tbody>
<tr>
<td>Transactions on Communications</td>
<td>$65</td>
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<tr>
<td>JSAC</td>
<td>$65</td>
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<tr>
<td>Wireless Magazine</td>
<td>$50</td>
</tr>
<tr>
<td>Letters</td>
<td>$58</td>
</tr>
<tr>
<td>Network Magazine</td>
<td>$50</td>
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<td>Transactions on Wireless (approved by Steering Committee)</td>
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(motion 05:14a) Approved; 15 in favor; none opposed.

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<tr>
<td>JSAC</td>
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<td>Network Magazine</td>
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<td>Wireless Magazine</td>
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<td>Communications Letters</td>
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(motion 05:14b) Approved; 16 in favor; none opposed.

<table>
<thead>
<tr>
<th>Sister Society Subscriptions</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Transactions on Communications</td>
<td>$65</td>
</tr>
<tr>
<td>JSAC</td>
<td>$65</td>
</tr>
</tbody>
</table>
Network Magazine $50  
Communications Magazine $45  
Wireless Magazine $50  
Communications Letters $58

\textbf{(motion 05:14c)} Approved; 9 in favor; 8 opposed. (earlier motion increasing prices failed.)

\textbf{General Interest (IEEE Member/Non-ComSoc Member Subscriptions)}

- Transactions on Communications $75  
- JSAC $75  
- Wireless Communications Magazine Letters $60  
- Network Magazine $60  
- Communications Magazine $70

\textbf{(motion 05:14d)} Approved; 17 in favor; none opposed.

\textbf{Digital Library Subscriptions}

- Member EPP Plus $189  
- Non-Member UPP $4,000

\textbf{Conference Direct Cost Recovery}

Amending OpCom motion (05:03) removed from the consent agenda, Roberto de Marca moved “that the BoG resolve that direct cost recovery of Meetings & Conferences staff time and other expenses incurred in support of a given conference, if requested by the conference general chair, shall be budgeted as conference expense in our events and included in the determination of the surplus margin requirements.” \textbf{(motion 05:03)} Approved; 17 in favor; none opposed. Meetings & Conferences Department is charged with keeping their expenses competitive with that of “other vendors”.

Revisiting OpCom motion (05:05) removed from the consent agenda, Roberto de Marca withdrew the motion that for 2006 “OpCom approve that the 20% surplus requirement imposed on conferences should use as a base the expense budget, excluding eventual chargeback of M&C staff overhead cost.” No action necessary.

\section{Meetings & Conferences – Shri Goyal (Attachment 9)}

Shri reported conferences were beginning to return to normal expectations, are on target, and expected to grow more than 20%. Curtis counseled M&C to continue vigilance.

The M&C Director, Director-Designee, and Advisory Director will function following guidelines and descriptions (outlined below) which are intended to be made part of M&C Policies and Procedures following the approach given in M&C P&P Section 5.8 (i.e., start with provisional policy and then get full M&C Board approval). Bruce Worthman will add the Director-Designee and Advisory Director funding to the 2006 budget, and funds will be available for the Director-Designee identified in 2005:

- Director-Designee - In consultation with the VP Membership Services-elect, the current Director of M&C and current VP Membership Services, at least 90 days prior to taking office as President, the President-Elect shall designate a Director of M&C to be appointed in accordance with the ComSoc Bylaws for that position. The designee will work with the current Director of M&C to become familiar with the current operations, issues and initiatives to ensure a smooth transition into the office.

- Advisory Director - Upon completion of one's term as Director of M&C, the outgoing Director will automatically continue as Advisory Director of M&C through
completion of the BoG1 meeting or up to six months, whichever is longer. The Advisory Director will serve on the M&C Board as a non-voting member and provide advisory support to the new Director of M&C.

- Funding for Director-Designee - The Director-Designee may be reimbursed for travel to the BoG2 meeting that precedes his or her term, with funding to come from the Director of M&C budget.

- Funding for Advisory Director - The Advisory Director may be reimbursed for travel to the BoG1 meeting within his or her term, with funding to come from the Director of M&C budget. If the Director of M&C is invited to the Management Retreat, the Advisory Director should also attend, with travel reimbursement coming from the Director of M&C budget.

- Director-Designee and Advisory Director are not official members of the BoG.

3. Executive Session – Curtis Siller

A committee formed in April (Roberto de Marca, Chair, with Joe, Bill, Heinrich, Doug, Nim, Jorg and Mark) was charged to bring a solution regarding GICC to BoG1. On behalf of the committee, Roberto de Marca moved “that the ComSoc BoG resolves the following:

- Effective 1 September 2005 that Globecom/ICC Technical Content Committee (GITC) be created responsible for the strategy and management of the technical content of Globecom and ICC;
- Effective January 1, 2006, that Globecom/ICC Conference Committee (GICC) be replaced by the Globecom/ICC Management and Strategy Committee (GIMS) responsible for managing the operations and strategic planning of ICC and Globecom, two annual technical conferences on telecommunications research, technology and applications.

Mission and responsibilities are contained in attachment.” (motion 05:15) Approved; 15 in favor; 2 opposed.

The committee will prepare charters and procedures in consultation with other volunteers familiar with conference operations. Roberto de Marca will bring committee recommendations to a special meeting of the BoG in July. (action: 05:24 new)

Nim will lead a team (with Bob Blake, Shri Goyal, Richard Miller and Bruce Worthman) to determine what the Society’s objectives/goals should be for ICCs and Globecoms moving forward.

4. Officer Reports and Issues (continued)

J. CIO – Mark Karol (Attachment 10)

Regarding our digital library, IEEE IT submitted a portal initiative and agreed that ComSoc would be the test site. At the same time, the ComSoc portal proposed by Mark was not funded by the New Initiatives Committee; the committee suggested that ComSoc seek participation in the current IEEE effort to improve its Web Space being worked through the PSPB. Mark and Steve Weinstein’s goal is that “My ComSoc” (Phase 1) be operative by year-end. (action 05:13, continuing)

Electronic conferences expand ways in which authors can present their work and ways their work can be accessed by others. Curtis instructed Mark to bring a proposal to the BoG if he feels ComSoc should launch such an initiative. (action 05:14, continuing)
In 2006, there will be important changes to the on-line periodical revenue distribution algorithm. The attachment summarizes the changes and their impact on ComSoc (as there was no time to present these issues during the meeting).

K. **Finance continued - Howard Blank**

The 2006 budget proposal was presented including all assumptions/details. Entering the meeting, the budget showed a deficit of around $-490K. Howard reported that TAB FinCom and ComSoc had agreed ComSoc could operate at a deficit for 2006 not worse than $-300K. Two adjustments were made during the meeting: $45K was added to the marketing budget and $60K was added for Digital Library enhancements.

Consequently, the following adjustments were made in order to meet our 2006 commitment (see motions 05:16, 05:14, and 05:03):

- $65K expense was reduced from the GCCC proposed $250K budget
- Price increases to member subscriptions resulting in an addition $30K revenue
- Charging the conferences for direct services, and not indirectly allocated overhead, provided by the M&C Dept, while still adhering to the 20% surplus requirement, resulting in a $200K improvement (from either increased revenue or reduced expenses).

Roberto de Marca moved “that the BoG approve $185K for the Global Chapter Chair Congress in 2006.” **(motion 05:16)** Approved; 17 in favor; 1 opposed.

Subsequently, Scott proposed that the BoG approve a balanced budget (with relatively small deficit) for the year 2006. A substitute motion was “that the BoG charge the Society Treasurer to bring a budget showing either a zero deficit or a surplus for 2006 to the next BoG meeting.” **(motion 05:17)** Approved; 17 in favor; none opposed.

L. **Membership Services continued - Doug Zuckerman (Attachment 11)**

Doug referred the Board to written reports provided by the Directors under VP Membership Services. Doug will follow up with Raouf Boutaba and James Hong regarding moving forward with a proposal to IEEE TAB to make eTNSM an IEEE journal. **(action 04:53, continuing)**.

M. **Bylaws/Policies & Procedures continued - Doug Zuckerman (Attachment 12)**

Doug moved “that the BoG approve updating the ComSoc Bylaws with the changes (Attachment bolded) to fill gaps in current bylaws for protocols governing meetings of the BoG and OpCom in Sections 3.6 and 3.8 of the ComSoc bylaws approved by 2004BoG2; and add Division Director-Elect as a member of the Board of Governors.” **(motion failed)** Not approved; 10 in favor; 6 opposed (needs 2/3 majority).

Harvey moved “the BoG table a motion that the ComSoc travel policy be revised so volunteers reimbursed for ComSoc-related travel, except to duly called administrative meetings (e.g., BoG, OpCom, Retreat), shall provide a written report/formal presentation to the appropriate committee or board for which the travel was undertaken within forty five (45) days of the travel. Report shall include main results of meeting and expected impact.” **(motion 05:18)** Approved; all in favor; none opposed. **(motion tabled)**

N. **Strategic Planning Committee – Nim Cheung**
CCIP (reference 2.B) was discussed at the Strategic Planning Committee. Nim’s position is to leave the issue “open” pending discussions with IEEE USA. Roberto de Marca suggested contacting Kazem Sohraby and Jeff Derby, former representatives to CCIP.  

(action 05:18, continuing) OpCom had felt, on an issue-by-issue basis, ComSoc should strive to identify members who could contribute technical insights (but not represent the Society) and point CCIP to relevant intellectual property, as appropriate.

5. Closing Remarks – Curtis Siller

Curtis thanked members and adjourned the Board of Governors at 5:20 p.m.

6. Future Meetings – Curtis Siller

BoG2: Wed., November 30 (p.m.) – Thursday, December 1 (a.m. - p.m.), St. Louis, MO

Respectfully submitted,

Carole Swaim

ATTACHMENTS

Attachment 1a-d  Agenda, Presidents Reports  
Attachment 2a-q  Membership Development Council  
Attachment 3a-h  Society Relations Council  
Attachment 4a-b  Society Structure & Governance  
Attachment 5a-g  Technical Activities Council  
Attachment 6  Constitution/Bylaws/Policies & Procedures  
Attachment 7a-b  Executive  
Attachment 8a-d  Finance  
Attachment 9  Membership Services – Meetings & Conferences  
Attachment 10a-b  Chief Information Officer  
Attachment 11a-e  Membership Services (continued)  
Attachment 12  Bylaws Revision (continued)

MOTIONS PASSED CONSENT AGENDA

Tabled E-mail Procedures

05:01 “that OpCom table the motion to approve e-mail meeting procedures as presented in this meeting.”

MOTIONS PASSED THIS MEETING

Comsoc Conference Support Policy – Priority Order  (See Section 2F)

05:02 “that to assure cost-effective and high quality conference support, conference committees are required to use qualified resources in the following priority order: 1) unpaid volunteers, 2) paid IEEE and/or ComSoc staff and 3) contracted support.
Conference budgets for conferences having greater than 50% financial interest by ComSoc shall clearly identify these items, with such budgets being approved by the Director of M&C as a condition for overall conference approval by IEEE. Contract support may only be used under special circumstances, such as cost savings compared to staff, unavailability of staff, or unique qualifications. In such cases, concurrence is needed by the VP Membership Services in consultation with the Executive Director.”

**Conference Direct Cost Recovery** (See Section 2H)

**05:03** “that the BoG resolve that direct cost recovery of Meetings & Conferences staff time and other expenses incurred in support of a given conference, if requested by the conference general chair, shall be budgeted as conference expense in our events and included in the determination of the surplus margin requirements.”

**Conference F&A Co-Treasurer** (See Section 2E)

**05:06** “that the BoG resolve that all ComSoc greater-than-50%-financially sponsored conferences held on or after January 1, 2006, shall have the ComSoc Finance & Administration Manager as a co-treasurer of the conference in accordance with the following responsibilities:

The staff co-treasurer is responsible for:
- Budget review
- Checkbook custody and management of the principle conference account (IEEE concentration banking)
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- Transaction recording
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The volunteer co-treasurer is responsible for:
- Budget compilation and management, including pricing, revenue and spending decisions
- Managing expenses, including all approvals before disbursement
- Submission of budgets and forecasts to organizing/steering committee
- Whenever necessary, open and manage local currency bank account (upon approval by ComSoc M&C Director)
- Manage on site transactions (consistent with budget, contract, and payment terms).

If the conference organization so desires the ComSoc F&A manager can act as a sole treasurer or absorb one or more of the volunteer co-treasurer responsibilities.

**E-mail Meeting Procedures** (See Section 2A)

**05:07** “that the BoG approve the e-mail meeting procedures as presented in this meeting.”

**BoG Restructure** (See Section 2C)

**05:08** “that the Board approve a BoG restructure effective 1 January 2008 as follows and revise the Bylaws to reflect this change:
- VP - Technical Activities
Director - Education
Director – Standards
VP - Member Relations
Director – Membership Programs Development
Director – Sister & Related Societies
4 Directors for the 4 geographic regions (AP, EAME, LA, NA)
Director – Marketing & Industry Relations
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Reporting structure for Technical Committees, CIO, Treasure and Standing Committees remains the same as in the present structure

ComSoc Election – Electronic Balloting (See Section 2F)
05:09 “that the Board approve that electronic ballots only be sent to eligible ComSoc members who indicate they do not want to receive a paper ballot. All those who do not opt for electronic ballot will be sent a paper ballot.”

Constitution – IEEE Board of Directors (See Section 2F)
05:10 “ComSoc Constitution Article 5.1.1 Elected Officers be changed as follows: ‘Society representatives(s) to IEEE Board of Directors’ changed to ‘Society membership representative(s) to IEEE Board of Directors’. The following shall be deleted from Constitution: ‘The nominations and elections procedure for officers includes petition signed by 200 Members.’”

ComSoc Elections – Petitioning for Candidacy (See Section 2F)
05:11 “the Board approve that a petition for President-Elect, Vice President, and Board of Governors Member-at-Large shall be signed by at least 300 ComSoc members in good standing and who are eligible to vote. This number will be reviewed by the Nominations & Elections Committee every two years, effective 2006.
This will be reflected in the Bylaws under Article 7.8 Nominations & Elections Committee as follows:

7.8.1 Petition Candidates: Individual voting members may propose, by petition, names to be added to the ballot for the offices of President-Elect, Vice-President and Board of Governors Member-at-Large, whichever is applicable. Petitions may be circulated and signed no earlier than 15 December of the year preceding the election. Such nominating petitions shall, at the time they are signed by the petitioners, set forth the office, the term of the office (expressed in date form), and the name of the proposed candidate. Petitioners shall be identified by their full name and IEEE membership number. The completed petition, with original signatures, shall be submitted in a letter to the Chair, Nominations & Elections (N&E), to be received at IEEE ComSoc Headquarters no later than 23:59 UTC on January 31st of the year of the election. E-mails sent by the petitioners to the Chair of the ComSoc N&E Committee before the deadline are also acceptable proof of support to the candidate. Evidence that the petition candidate is willing to serve if elected shall accompany the petition. A petition for President-Elect, Vice President, and Board of Governors Member-at-Large shall be signed by at least 300 ComSoc members in good standing and who are eligible to vote. This number will be reviewed by the Nominations and
Elections Committee every two years, effective 2006. Upon meeting the above requirements, as verified by the Chair of the Nomination and Elections Committee, the petition candidate will be added to the election ballot along with those previously identified by the N&E Committee.”

Bylaws Standing Committee: (See Section 2F)

05:12 “that the BoG approve a Standing Bylaws Committee. The Bylaws Committee is responsible for effecting the Bylaw changes that resulted from actions of the Board of Governors, making sure the new text is consistent with existing wording. It is also responsible for periodically proposing changes that will keep the Bylaws current, allowing an efficient management of the Society. Membership: A Chair appointed by the President and three additional members: 1) the Board of Governors Parliamentarian, 2) one previous ComSoc President and 3) one sitting Board of Governors Member at Large. The last two members are appointed by the President upon recommendation of the Committee Chair. The Chair and committee members will serve two-year terms concurrent with the President, with one reappointment being allowed.

Staff Positions (See Section 2G)

05:13 “that the BoG approve converting the following long-term temp/part-time positions to full-time positions: M&C Assistant, Senior Conference Planner, Finance & Administration Assistant, and Finance & Administration Associate.”

Publications Pricing (See Section 2H)

05:14 “that in accordance with the BoG’s desire to promote e-publications, the following publications prices will be in effect for 2006 - voting each section separately and adding a column for ‘General Interest (IEEE Member/Non-ComSoc Member).’”

Prices are as follows:

**Part a - Member Subscriptions for Print and Electronic**

Transactions on Communications $65  
JSAC $65  
Wireless Magazine $50  
Letters $58  
Network Magazine $50  
Transactions on Wireless Communications $60

**Part b - Non-Member Subscriptions**

Transactions on Communications $750  
JSAC $750  
Network Magazine 310  
Communications Magazine 350  
Wireless Magazine $295  
Communications Letters $340

**Part c - Sister Society Subscriptions**

Transactions on Communications $65  
JSAC $65  
Network Magazine $50  
Communications Magazine $45  
Wireless Magazine $50  
Communications Letters $58

**Part d - General Interest (IEEE Member/Non-ComSoc Member) Subscriptions**

Transactions on Communications $75
JSAC $75
Wireless Magazine $60
Letters $70
Network Magazine $60
Communications Magazine $70

Digital Library Subscriptions
Member EPP Plus $189
Non-Member UPP $4,000

GICC Restructure (See Section 3)
05:15 “that the ComSoc BoG resolves the following:
• effective 1 September 2005 that Globecom/ICC Technical Content Committee (GITC) be created responsible for the strategy and management of the technical content of Globecom and ICC;
• effective January 1, 2006, that Globecom/ICC Conference Committee (GICC) be replaced by the Globecom/ICC Management and Strategy Committee (GIMS) responsible for managing the operations and strategic planning of ICC and Globecom, two annual technical conferences on telecommunications research, technology and applications.

Mission and responsibilities are contained in the attachment.”

Global Chapter Chair Congress (See Section 4K)
05:16 “that the BoG approve $185K for the Global Chapter Chair Congress in 2006.”

Balanced Budget (See Section 4K)
05:17 “that the BoG charge the Society Treasurer to bring a budget showing either a zero deficit or a surplus for 2006 to the next BoG meeting.”

Tabled Travel Policy Revision (See Section 4L)
05:18 “the BoG table a motion by Doug that the ComSoc travel policy be revised so that volunteers reimbursed for ComSoc-related travel, except to duly called administrative meetings (e.g., BoG, OpCom, Retreat), shall provide a written report or formal presentation to the appropriate committee or board for which the travel was undertaken within forty five (45) days of the travel. Report shall include main results of meeting and expected impact.”

ACTION ITEMS
05:19 new: Roberto Saracco will present a joint sister-society project to BoG2.
05:20 new: Shri will define strategic interests of our conferences so that technical committees can be clear on whether or not they should endorse a particular conference applying for technical co-sponsorship.
05:21 new: Harvey will make a recommendation to BoG2 and the incoming VPTA on reorganizing technical committee structure.
05:22 new: Joe LoCicero requests all Vice President to review all policies and procedures within their area of authority by BoG2
05:23 new: Jack will see that change in policy for Staff & Facilities for approval of potential long-term temps is reflected in ComSoc Policies & Procedures
05:24 new: Roberto de Marca will prepare charters and procedures for GITC and GIMS and bring committee recommendations to a special meeting of the BoG in July.
05:01 continuing: Alex will come to BoG2 with proactive ways to implement strategies for member stretch goals. Alex will come to BoG1 with membership stretch goals or incremental goals targeting where ComSoc membership should be by 2010.

05:02 continuing: Alex (with Raouf, Doug, Harvey) are looking to link standards initiatives with conferences; Alex will bring a presentation to BoG1.

05:03 continuing: Roberto Saracco will work with Doug and Alex identifying mutual values ComSoc could share with Sister Societies in areas of Meetings/Conferences, Member Services, and Technical Activities.

05:04 continuing: Pierre will bring revisions to OpCom2. Pierre and committee will look into modifying Nominations & Elections Committee’s policies & procedures; Pierre will report back to the BoG.

05:05 continuing: Mark (and committee) will study revenue-sharing formulas (i.e., IEL) to determine what ComSoc is losing/gaining and propose solutions.

05:11 continuing: Bill and Harvey will identify 3 speakers for the free IEEE XELL offer and get back to John Pape (who will notify IEEE of ComSoc’s intended participation).

05:13 continuing: IEEE IT submitted a portal initiative and agreed that ComSoc would be the test site. At the same time, the ComSoc portal proposed by Mark was not funded by the New Initiatives Committee. Mark will work with Howard, Steve and John Pape to define the infrastructure, web space, etc. for a Portal and report to BoG1.

05:14 continuing: Mark will select a participant to participate in the International e-Conference on Computer Science and recommend to BoG1 whether ComSoc should launch such an initiative.

05:15 continuing: Steve and committee (Howard, Mark, Harvey, John Pape and James Hong) will develop a “My ComSoc” framework and report to BoG1.

05:18 continuing: Stan will bring committee findings to OpCom2. Stan Moyer, Alex, Pierre, Howard, Joe and Steve to address the technical match, impact on programs, financial issues, and organizational implications of integrating Consumer Electronics Society into ComSoc.

04:50 continuing: CIC requested assistance in producing a magazine in English (abstracts rather than full papers); Naohisa and Roberto Saracco will bring a proposal to CIC in January.

04:51 continuing: John Pape will determine financial impact, etc. of implementing conference Affiliate Memberships and report to the BoG.

04:52 continuing: Ricardo will examine criteria for Student Travel Grants and follow up with M&C on the value of and conference parameters for travel grants.

04:53 continuing: Doug will follow up with Raouf Boutaba and James Hong regarding moving forward with a proposal to IEEE TAB to make eTNSM an IEEE journal. Raouf will bring costs of his electronic journal trial (eTNSM) to the BoG to use as a guide for future online journals.

04:27 closed: Howard will determine a more accurate way to allocate staff overhead and bring his recommendation to BoG2 2004.

04:30 continuing: Bill, Roberto de Marca, and Shri will redraft the motion on approving ComSoc travel and bring it to BoG2 2004.
04:32 continuing: Bill, Roberto de Marca, and Shri will redraft the hotel negotiation motion and bring to BoG 2004.

04:36 continuing: Shri will investigate an occurrence at MILCOM of a non-USA individual being prohibited from the organizing committee; he will report to the Board.

04:38 continuing: Alex (with Nim/Curtis) will proceed with the further steps in building ComSoc presence in India.

04:42 continuing: Curtis/Celia will investigate going to a BoG-meeting format that includes “caucus plus meeting” (similar to IEEE) to present, discuss, and take motions on budget issues.

04:43 continuing: Jack/Pierre: Jack will prepare an e-mail for incoming Bog members to familiarize them with material on the BoG web site. Pierre will revisit existing information on the BoG site.

04:44 continuing: Steve (with committee studying virtual publications) will evaluate ComSoc-sponsored publications in light of the movement to electronic products and bring a proposal/recommendation for moving forward to the Board by OpCom1 2005.

04:45 continuing: Shri, Roberto de Marca, Jack: Roberto/Jack will check on IEEE constraints regarding any “return of value” from ComSoc non-financially sponsored conferences. Shri will evaluate from an M&C standpoint and investigate the possibility of conference author posting (Roberto will check IEEE issues). And report to BoG2 2004. Shri is seeking potential revenue sources - charging fees for non-financially co-sponsored conferences.

04:47 continuing: Celia will follow up a request from Latin America to rewrite into Spanish an abstract of an article taken from IEEE Communications Magazine; Celia will check copyright issues with IEEE and bring a proposal for implementation to the Board.

04:05 continuing: James will make sure users can view top levels of the CommOntology and inform clients of this availability.

04:10 continuing: Bill will investigate IEEE efforts in the education area.

04:19 continuing: Mark and Howard will develop a ComSoc business plan for an electronic On-line-Reprint/Best-of Series (and include reprint software/vendor) to implement within ComSoc.

04:20 continuing: Nim and Naohisa will ask IEEE to consider extending IEEE Financial Package to Sister Societies.

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05:06 closed: Jack will search out missing data on PIMRC for 2003 and 2004 for Curtis, Doug, Shri, and Roberto de Marca.

05:07 closed: Nim and Jack will work out a co-existence agreement with TIA regarding the SUPERCOMM new name, GLOBALCOMM.

05:08 closed: Content management tools are currently being evaluated for offshore outsourcing; and Mark /Jack will report progress to BoG1.

05:09 closed: Howard and Jack will bring a business plan for LCDs to BoG1 for approval.
05:10 closed: Shri, working with Doug and Nim, will draft procedures for introducing a new Advisory Director - M&C position.

05:12 closed: Harvey will report his findings on purchasing wireless access/routers to the BoG.

05:16 closed: Shri, Bruce and Pierre will identify the role/responsibilities associated with being conference treasurer and report to BoG1.

05:17 closed: OpCom members must immediately submit initiatives (with reasons/objectives) for BoG review and prioritization to go to IEEE’s New Initiatives Committee by April 27.

04:48 closed: Pierre will send e-mail procedures to the BoG, requesting comments and a return date. He will work with Roberto de Marca redrafting the policies, resend to the BoG and request they “read with understanding” before coming to BoG1 for approval.