

# **Policies & Procedures - 2.2 Management & Governance Meetings**

- approved 11/97, updated 01/03 -

In order to expedite ComSoc management and governance meetings, while maintaining full understanding and open discussion of issues, the following purpose, scope, members, and procedures will apply:

Operating Committee (OpCom 2)

## **Purpose:**

Manage ComSoc operations and budgets

## **Scope:**

- Approves annual Operating Plans.
- One year horizon with extension to second year, as appropriate.

## **Members:**

President, President-Elect, Past President, Executive Director, Treasurer, VPs, CIO, three Members-at-Large of the BoG (one from each annually elected group), and Directors - including Division III (as determined by the President).

## **Procedures:**

**President, President-Elect (as required), Past President (as required), Executive Director, VPs, CIO, Directors, and Invited Others**

Provide a one to three page next year Operating Plan and one page operating budget (emailed to Carole Swaim) no less than two weeks in advance of the OpCom meeting,

## **Treasurer**

Provide current year Society budget status and next year projection (emailed to Carole Swaim) no less than two weeks in advance of the OpCom meeting,

## **All**

Read all Operating Plans and budgets and Treasurer's reports, in advance, for understanding,

### **All (see Note),**

- Present the highest priority motions and discussion issues of his/her Operating Plan and budget (usually one to three combined motions and issues; one motion is the operating budget); Treasurer's motions are the current year Society budget status and next year projection, and,
- At any time, take questions on his/her Operating Plan.

Note:

Approved Operating Plans, motions, and issues will proceed to the November BoG in the Consent Agenda.

## **Board of Governors (BoG 2)**

### **Purpose:**

Govern the IEEE Communications Society

### **Scope:**

Approves all aspects of policy, strategic direction, operations, financial, officer operating plans, and other matters, including Constitution and Bylaws changes.

### **Members:**

(Voting) President, President-Elect, Past President, VPs, Division III Director, and Members-at-Large

(Non-Voting) Executive Director, Treasurer, CIO, Directors, and Parliamentarian

### **Procedures:**

**President, President-Elect (as required), Past President (as required), Executive Director, VPs, CIO, Directors, and Invited Others**

Provide a one page Summary Report (emailed to Carole Swaim) no less than two weeks in advance of the BoG meeting,

### **Treasurer**

Provide updated current year ComSoc budget status and next year projection reports (emailed to Carole Swaim) no less than two weeks in advance of the BoG meeting,

### **All voting and non-voting BoG members,**

- Read all Consent Agenda Operating Plans, motions, issues, and Treasurer's reports and all one page updates and Treasurer's reports, in advance, for understanding,
- Present the highest priority motions and discussion issues from his/her reports (usually one to three combined motions and issues; one motion is the operating budget and update, and others may be from, and, in addition to, those in the Consent Agenda); Treasurer's motions are updated current year Society budget status and next year projection, and,
- At any time, take questions on his/her (September) Operating Plan and update.

### **January Management Retreat**

#### **Purpose:**

Establish consensus for ComSoc strategic initiatives, well in advance, so they may be included in the Society's Operating Plans

#### **Scope:**

- Considers strategic plans and issues only
- Two to five year horizon

#### **Members:**

President, President-Elect, Past President, Chairperson - Strategic Planning Committee, Executive Director, Treasurer, VPs, CIO and Invited Others

#### **Procedures:**

#### **President, President-Elect, Past President (as required), VPs (see Note 1), Chairperson - Strategic Planning Committee, Executive Director, Treasurer, CIO, and Invited Others**

- Provide a 1-2 page written Strategic Plan (emailed to Carole Swaim) no less than two weeks in advance of the Management Retreat,
- Read all Strategic Plans in advance for understanding,
- Present the highest priority issues of his/her Strategic Plan (usually zero to three) for discussion and action definition, and,
- At any time, take questions on his/her Strategic Plan.

#### **Notes:**

1. Directors are not members of the Management Retreat. Strategic initiatives are represented by the VP.
2. A report of the Management Retreat, including action items, will be prepared by a Management Retreat Secretary and distributed to all OpCom members. The report will

proceed to the April OpCom in the Consent Agenda. The report, including any modifications from OpCom, will proceed to the June BoG in the Consent Agenda.

## **Operating Committee (OpCom 1)**

### **Purpose:**

Manage ComSoc operations and budgets

### **Scope:**

- Prepares a Society budget for the coming year (i.e. new funding, initiatives, and issues), and recommends to the BoG for approval.
- One-year horizon with extension to second year, as appropriate (except two to five year Management Retreat report). Recommend Management Retreat Report to BoG for approval.

### **Members:**

President, President-Elect, Past President, Executive Director, Treasurer, VPs, CIO, three Members-at-Large of the BoG (one from each annually elected group), and Directors

### **Procedures:**

**President, President-Elect (as required), Past President (as required), Executive Director, VPs, CIO, Directors (see Note 1), and Invited Others**

Provide a 1-2 page Operating Plan and budget update (emailed to Carole Swaim) no less than two weeks in advance of the OpCom meeting,

### **Treasurer**

Provide previous year Society budget closing report, current year budget status, and next year projection (emailed to Carole Swaim) no less than two weeks in advance of the OpCom meeting,

### **All**

Read all Operating Plan and budget updates, Treasurer's reports, and Management Retreat report, in advance, for understanding,

### **All (see Note 1),**

- Present the highest priority Motions and discussion issues of his/her Operating Plan and budget updates (usually one to three combined Motions and issues; one Motion is the budget update); Treasurer's Motions are the closing report, current year budget, and next year projection, and,
- At any time, take questions on his/her Operating Plan update and the Management Retreat report.

**Note:**

Approved Operating Plan updates, Motions, and issues will proceed to the June BoG in the Consent Agenda.

**Board of Governors (BoG 1)****Purpose:**

Govern the IEEE Communications Society

**Scope:**

Approves all aspects of policy, strategic direction, operations, financial, and other matters, including Constitution and Bylaws changes. Approves annual operating budgets, and Society budget.

**Members:**

(Voting) President, President-Elect, Past President, VPs, Division III Director, and Members-at-Large

(Non-Voting) Executive Director, Treasurer, Directors, and Parliamentarian, CIO

**Procedures:**

**President, President-Elect (as required), Past President (as required), Executive Director, VPs, CIO, Directors, and Invited Others**

Provide a 1 page update of your (April) Operating Plan and budget update (emailed to Carole Swaim) no less than two weeks in advance of the BoG meeting,

**Treasurer**

Provide last year Society closing budget report, current year budget status, and next year projection (emailed to Carole Swaim) no less than two weeks in advance of the BoG meeting,

**All voting and non-voting BoG members:**

- Read all Consent Agenda Operating Plan updates, motions, issues, and Treasurer?s reports, all Operating Plan updates and current Treasurer?s reports, and the Management Retreat report, in advance, for understanding,
- Present the highest priority motions and issues from his/her reports (usually one to three combined Motions and issues; one motion is the (April) budget update and current update and others may be from, or in addition to, those in the Consent Agenda); Treasurer?s motions are the last year closing budget, current year status, and next year projection, and,
- At any time, take questions on his/her (April) Operating Plan update and current update and

the Management Retreat report.

### **Staff & Facilities Committee**

The Staff & Facilities Committee will meet, as required, in concert with OpCom and BoG meetings.

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