



IEEE Canada



IEEE Canada Bylaws

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EXPLANATORY NOTES FOR THE BYLAWS

1. In the following, IEEE means IEEE Inc., CSECE means the Canadian Society for Electrical and Computer Engineering, EIC means the Engineering Institute of Canada, and MGA means the IEEE Member and Geographic Activities Board.
2. These Bylaws describe the organization formed by the merger of IEEE Region 7 and CSECE in 1994. This organization shall be known as IEEE Canada and shall have a membership comprising all members of the two predecessor organizations. The organization shall act as both the Canadian national society for electrical, electronics, and allied fields of interest and as Region 7 of the IEEE.
3. The approved Bylaws are presented in the official language of IEEE, English.
4. These Bylaws are based on the understanding that IEEE Canada is not incorporated in Canada.
5. These Bylaws shall conform to the applicable IEEE bylaws and the MGA Operations Manual as amended from time to time and more applicably referenced herein.
6. These Bylaws were approved by a vote of the IEEE Canada Board at the 2023 IEEE Canada Fall Meeting and amended prior to the 2023 IEEE Canada Fall meeting.
7. MGA Approval: these IEEE Canada Bylaws were approved on November 18, 2023.
8. These Explanatory Notes form part of the IEEE Canada Bylaws.

1.0 NAME AND MISSION

1.1 NAME

This organization shall be known as IEEE Canada. The organization shall act as Region 7 of the IEEE, Inc. (IEEE) and as the Canadian National Society for Electrical and Computer Engineering. Within the IEEE, the words "IEEE Canada" and "Region 7" shall be considered equivalent.

1.2 MISSION

Through the leadership of its volunteers, IEEE Canada shall be a nationally recognized organization in which members and the public hold IEEE membership in the highest esteem. The mission of IEEE Canada shall be consistent with the Member and Geographic Activities Board (MGA) mission as stated in the MGA Operations Manual.

1.3 GOVERNANCE

When not in conflict with the Laws of Canada, the IEEE Canada Bylaws shall not conflict with the IEEE Constitution, IEEE Bylaws and the MGA Operation Manual. When questions of procedure remain, the IEEE Constitution, IEEE Bylaws and MGA Operations Manual shall take precedence in that order. Question of interpretations shall first be resolved by the IEEE Canada President, then the IEEE Canada Board, and, if required, by the MGA Board, in that order. If IEEE MGA Board action is requested, inquiries shall be directed to the MGA Board Secretary.

2.0 MANAGEMENT

There shall be an IEEE Canada Board, hereinafter called the Board, that shall be equivalent to the Regional Committee as defined in the MGA Operations Manual. There shall also be an Executive Committee, hereinafter called ExCom, and a Steering Committee, hereafter called SteerCom, of the Board as defined in these Bylaws and an Assembly. No Member shall hold more than one voting office on any Board or Committee of IEEE Canada. Interpretation of this requirement shall be the responsibility of the Steering Committee of IEEE Canada.

2.1 PRESIDENT

The Regional Delegate and Director of IEEE Region 7 shall serve concurrently as both the IEEE Canada President (hereinafter called the President), Chair of the IEEE Canada Board and the representative of IEEE Canada on the Council of the Engineering Institute of Canada (EIC). The President shall serve as an ex-officio, voting member of all committees of the Board. The President, with the advice and consent of the Board, may establish ad hoc committees to facilitate the furtherance of IEEE Canada goals and activities.

When acting as Chair, the President shall vote only when the vote is by secret ballot or when the Chair's vote shall affect the outcome.

In the event that the President shall become incapable of continuing in office or otherwise vacate the office of President, the President-Elect shall assume these duties.

2.2 PRESIDENT-ELECT

The Regional Delegate-Elect and Director-Elect of IEEE Region 7 shall serve as the IEEE Canada President-Elect (hereinafter called the President-Elect) and shall represent the President in any IEEE Canada activities when requested to do so by the President. The President-Elect shall be elected by the voting members of the organization as specified in Bylaw 7.1, and in accordance with IEEE Bylaw I-307.5, as Regional Delegate/Director-Elect.

In the event that the President-Elect is called upon to fill the office of the President on an ongoing basis, the President-Elect shall serve the remaining Presidential term, as well as the term for which elected. In addition, there shall be an election to fill the office of President-Elect within six months, in accordance with IEEE Bylaw 301.12, Articles 6 and 8.

2.3 PAST PRESIDENT

The IEEE Canada Past President (hereinafter called the Past President) shall serve a two-year term of office after the two-year term as President. The Past President shall represent IEEE Canada on the IEEE Canada Foundation (ICF) Board of Directors. The Past President shall serve as Chair of the IEEE Canada Nominations and Appointments (N&A) Committee and shall report to the Steering Committee the activities of the N&A Committee. The Past President shall review the current IEEE Canada Bylaws and Operations Manual and propose revisions as needed.

2.4 SECRETARY

The IEEE Canada Secretary, hereinafter called the Secretary, shall be responsible for confirming the presence of a quorum at all meetings of the IEEE Canada Board, the Steering Committee and the Executive Committee and for maintaining the minutes of meetings of these bodies. The President, on recommendation from the Nominations and Appointment Committee and the Steering Committee, shall appoint the Secretary.

2.5 TREASURER

The IEEE Canada Treasurer, hereinafter called the Treasurer, shall be responsible for financial matters pertaining to IEEE Canada, for the preparation of the annual budget, for submitting required financial reports, for monitoring financial reports for adherence to the IEEE Canada annual budget including oversight of IEEE Canada Investments. The President, on recommendation from the Nominations and Appointment Committee and the Steering Committee, shall appoint the Treasurer.

2.6 OTHER POSITIONS

Past IEEE Presidents residing within the jurisdiction of IEEE Canada shall be appointed Directors Emeriti of IEEE Canada and shall serve until they elect to retire.

2.7 PRESENCE

The IEEE Canada Board shall maintain a presence in Canada through the use of contracted staff or other means to provide administrative support and continuity for the Board. The Steering Committee shall review annually the terms and conditions of the contracted staff and the President, or in the absence of the President, the Treasurer shall be authorized to sign the contractual agreement. The contract is to be established in accordance with IEEE Policies and within applicable Canadian Laws.

3.0 IEEE CANADA BOARD OF DIRECTORS

The IEEE Canada Board (hereinafter called the Board) shall act as the governing body of IEEE Canada.

3.1 MEMBERSHIP

The Board shall consist of the following voting members:

- a) The Officers, which shall comprise the President, President-Elect, Past President, Secretary and Treasurer,
- b) The Chair of each Section in IEEE Canada,
- c) The Operational Committee Chairs (as defined in Section 9),
- d) The Regional Student Representative.

The Board shall consist of the following non-voting members:

- a) The Directors Emeriti,
- b) The Parliamentarian,
- c) IEEE Canadian Foundation (ICF) President,
- d) Those members of the IEEE Board of Directors residing within Canada,
- e) Three Area Chairs,
- f) The CONAC Chair,
- g) Additional members from the membership, appointed by the President, subject to confirmation by a majority vote of the members of the Board and within the limitations set by the IEEE Bylaws. Such members shall serve for one year, starting January 1, with reappointment possible for a maximum tenure of three consecutive years

3.2 MEETINGS OF THE BOARD

The Board shall hold a minimum of two meetings annually, at least one of which shall be in person. The decision regarding which meeting(s) will be held face to face, along with the location and time of the meetings, shall be made by the IEEE Canada President upon consultation with the Steering Committee. The President will make the final decision as to location and date in a manner that balances cost and the needs of the Region.

The Spring Board Meeting, or General Meeting, shall review the IEEE Canada Budget and make any mid-course corrections, if necessary. At the last Board meeting of the year, typically the Fall Meeting, the Board shall approve the budget for the ensuing year and ratify any appointments that are not yet ratified. If an additional Board meeting is held in between the Spring and the last (typically Fall) Board meeting, such as a meeting in conjunction with Sections Congress, the Board may address the working budget for the following year and ratify any (interim) appointments at that meeting.

The Operational Committee and Section Chairs shall report on their plans and goals, and the progress made towards fulfilling those plans and goals, through submitted reports in advance of the Board Meetings (and verbal summaries when included on the agenda). Committee members may be invited to one face-to-face meeting each year, which could be a Board Meeting or a special committee meeting or meeting series.

At the request of the President or the Board, additional Region meetings may be held via teleconference or any other available electronic means that allows all participants to communicate with each other interactively.

The quorum for a meeting of the Board shall consist of a majority of the voting members of the Board, or their alternates (when permitted). The quorum shall include representatives from at least half of the Sections of IEEE Canada. A simple majority of all votes cast is required to pass all motions except for the case of revisions to the Bylaws or other motions affecting the rights of members, which require a two thirds majority. In the absence of a quorum, or if there is insufficient time to call a meeting of the Board, the President may submit any item to all members of the Board for e-mail ballot or e-vote ballot. An e-vote ballot will use IEEE approved online voting tools. An e-mail ballot will be conducted by the Secretary and votes will be returned to the President, Secretary and Administrator. In recognition that interactive debate on the item is not possible, approval by two-thirds of the voting members is required for a motion first proposed in an e-mail ballot. If the motion is tabled during a Board Meeting and the decision is to use e-voting, only a regular majority will be required. The Secretary shall announce the result by e-mail.

Meetings shall be open to active members of IEEE as observers. When not in conflict with the Laws of Canada, IEEE Constitution and Bylaws, meetings shall be conducted in accordance with the current edition of "Robert's Rules of Order." Notice of such meetings shall be sent to all members of the Board at least 30 days in advance of the meeting.

3.3 EXECUTIVE SESSION

The Chair shall retain the right to declare agenda items of a sensitive or personal nature to be debated in Executive Session. This includes items that may impact the rights of members. IEEE Canada Board members that may be included in Executive Session are:

- a) The Officers, namely the President, President-Elect, Past President, Secretary and Treasurer,
- b) The Chair of each Section in IEEE Canada,
- c) The Operational Committee Chairs (as defined in Section 9),
- d) The Regional Student Representative.
- e) The Parliamentarian, who remains non-voting
- f) The Administrator, who remains non-voting.

The Chair will determine who will participate in the Executive Session prior to the start of the Executive Session.

4.0 IEEE CANADA STEERING COMMITTEE (STEERCOM)

4.1 MEMBERSHIP

The Steering Committee of the Board shall consist of the President as Chair, President-Elect, Immediate Past President, Secretary, Treasurer and Directors Emeriti. The Parliamentarian shall be a non-voting member.

4.2 DUTIES

The Steering Committee shall be responsible for:

- a)
 - (i) Validating the candidates for President-Elect (Director-Elect), out of the list received from the Nominations and Appointments Committee, for presentation to the Assembly who will vote on the Region approved candidates
 - (ii) Except as noted in IEEE Bylaw I-307.7, ensuring that the Assembly puts forward a slate of not fewer than two or more than three candidates for

that office, unless only one candidate meets the criteria for President-Elect, as per our Region Bylaws and IEEE requirements.

(iii) Submit the names approved to the IEEE Board of Directors by March 15th in the year of the election.

- b) Approving the compensation of the IEEE Canada Administrator as recommended by the Immediate Past President and in accordance with IEEE Policies; and
- c) The approval of all appointments that fall under the President or Steering Committee and the approval of all candidates to be presented to the Board for IEEE Canada positions.

In the case where one person is elected or appointed to more than one voting leadership position in the Region, the Steering Committee shall decide which position must be vacated and the President, upon consultation with the Steering Committee, shall fill the vacancy so created. Should vacancies arise between IEEE Canada Board Meetings, the Nominations and Appointments Committee shall make recommendations to the Steering Committee who will confirm and approve these recommendations for appointment by the President. Appointments made by the President will be reviewed and approved by the Board at the next Region Meeting.

A member of the Board may appeal a decision of the Steering Committee to the Board, who shall have the final say in the matter. A two-thirds majority of the Board is required to overturn a Steering Committee decision. Following the Board's decision, no further appeals are permitted.

The IEEE Canada Administrator shall provide support to the Steering Committee as required.

4.3 MEETINGS

The SteerCom shall meet by conference call, except for the SteerCom Planning Session which is an annual in-person meeting that follows the ExCom Face-to-Face Meeting.

All meetings of the Steering Committee shall be held in Executive Session. The decisions taken at the Steering Committee meetings shall be reported out to the ExCom during ExCom meetings.

5.0 IEEE CANADA EXECUTIVE COMMITTEE (ExCom)

5.1 MEMBERSHIP

The Executive Committee (ExCom) shall consist of the President as Chair, President-Elect, Past President, Secretary, Treasurer, the Area Chairs, the Operational Committee Chairs and the Directors Emeriti. The CONAC Chair, Parliamentarian and the Administrator shall serve as non-voting members.

5.2 DUTIES

The ExCom shall be responsible for the management of IEEE Canada affairs between Board meetings. The ExCom shall, through the Area Chairs, monitor the progress of the IEEE Canada Sections in meeting the approved goals and measurables.

The ExCom shall set the annual IEEE Canada Goals and Deliverables, and the budget enabling the achieving of such by the Sections and Operational Committees. The ExCom shall be responsible to the Board, and the decisions taken by the ExCom shall be reported at the next regular meeting of the Board.

5.3 MEETINGS

The ExCom shall meet by conference call, except for the ExCom Planning Session which is an annual in-person meeting. This meeting shall develop the goals and measurables for the following year along with the budget that shall enable the IEEE Canada Plan to be fulfilled. Actions from the ExCom Planning Session shall be presented to the Board for approval. The ExCom shall not normally meet during the Spring and Fall Board meetings. Procedurally, the conduct of ExCom meetings shall be similar to that described in Bylaw 3.2.

6.0 IEEE CANADA ASSEMBLY

6.1 MEMBERSHIP

The Assembly shall consist of the following voting members.

- a) The President, President-Elect, and Past President, and
- b) The Chair of each Section in IEEE Canada.

The Assembly shall consist of the following non-voting members.

- c) The Parliamentarian, and
- d) The Secretary who will serve as Secretary for the Assembly to provide the record keeping and secretarial functions. In the absence of the Secretary, the President shall perform the above functions or delegate these tasks to another Region Board member.

6.2 DUTIES

The Assembly shall be responsible for:

- a) Determining the number of candidates that will be put forth to IEEE Headquarters for the bi-annual election of Region Director/Delegate Elect.
- b) Selecting the candidates for President-Elect (Director-Elect), out of the list received from the Nominations and Appointments Committee, and validated as eligible to serve by the Steering Committee, for the bi-annual election of Region Director/Delegate Elect.
- c) Upon decision of the President, deciding IEEE Canada Governance items and/or Code of Conduct issues that involve IEEE members or that affect the rights of members not covered in the bylaws.

6.3 MEETINGS

The Assembly shall meet by conference or in-person as necessary. These meetings will be called by the IEEE Canada President to resolve matters that impact IEEE Canada member rights not covered by the by-laws or to select the Region 7 Candidates for Director Elect. Procedurally, the conduct of Assembly meetings shall be similar to that described in Bylaw 3.2.

7.0 IEEE CANADA TERMS OF APPOINTMENT

Appointments for all IEEE Canada positions shall be for one year, starting January 1, with reappointment possible for a maximum tenure of three consecutive years. Exceptions are Treasurer, Secretary, CJECE Editor, Canadian Review Editor, Electronic Newsletter Editor, IEEE Press Editor, Life Member Chair, members of the Nominations and Appointments (N&A) Committee, member of the Awards and Recognition Committee (ARC), members of the Indigenous Relations Committee, Translation Coordinator, and Website Administrator(s), whose terms are as specified in the Operations Manual.

The Steering Committee, on recommendation from the Nominations and Appointments (N&A) Committee, shall appoint the Committee Chairs for the Standing and Operational Committees. All appointments shall be affirmed by the Board.

All members of standing committees, except the Student Activities Committee, shall be IEEE members of Graduate Student Member grade or higher. At the discretion of the President, student members may be appointed to other standing committees and may be granted voting privileges.

8.0 IEEE CANADA STANDING COMMITTEES

To facilitate IEEE Canada activities, Standing Committees with specific mandates may be established and/or terminated by the Executive Committee as required.

The ExCom shall assign each Standing Committee to an appropriate Operational Committee Chair or the President-Elect or the Past President. The Board shall review all standing committees at intervals of no more than five years to ensure that their respective scopes and compositions continue to serve the best interests of IEEE Canada. The Secretary shall maintain a schedule of standing committee reviews.

The Nominations and Appointments Committee and The Awards and Recognition Committee report through the Past President to the IEEE Canada Steering Committee; the Conference Advisory Committee reports to the Board and between Board meetings to the Executive Committee; The Policy Committee reports to the President-Elect; and the Indigenous Communities Committee reports to the Past President.

8.1 NOMINATIONS AND APPOINTMENTS (N&A) COMMITTEE

Purpose

The Nominations and Appointments Committee (N&A) shall be responsible for recommending qualified candidates for the position of President-Elect; assisting the President in identifying qualified candidates for IEEE Canada appointed positions and committees; and assisting the President in identifying qualified candidates for MGA and other IEEE positions.

President-Elect Nominations Process

To ensure representation from all sections within IEEE Canada, in each odd numbered year, candidates for the position of President-Elect shall be drawn from a single Area in the following order – Canada West Area, Canada Central Area, and Canada East Area.

The Chair of the N&A Committee, at the Fall Meeting in even numbered years, shall:

- a) Issue a Call for Nominations for the office of President-Elect to all Sections in Canada by e-mail stating that the candidates must be from the designated Area for that year's election, outlining the qualifications required are Senior Member grade or higher, and shall agree to serve for two years as President-Elect and IEEE Regional Delegate/Director-Elect before assuming the office for two years as President of IEEE Canada, the representative to the Engineering Institute of Canada (EIC), and IEEE Region 7 Delegate/Director, and for two years as Past IEEE Canada President. The Chair shall also notify the membership via the IEEE Canada Website, and/or the IEEE Canada Electronic Newsletter of the Call for Nominations.
- b) Receive the names and qualifications of the nominee (s), by December 1, in the Year Prior to the Election
- c) Forward the completed nominations to the N&A Committee who will review the qualifications and confirm acceptance by the nominee(s), and after screening, forward the names to the Steering Committee.

Candidates for Region Director Elect shall have:

- a) a minimum of two years prior experience on the IEEE Canada Board as Secretary, Treasurer, Area Chair, Operational Committee Chair, CONAC Chair, or Section Chair, and
- b) a minimum of two years of experience on a Board of any other major Organizational Unit within IEEE, or
- c) Combined experience from both a) and b) above totaling at least four years.

Petition candidates for the positions of President-Elect are permitted under the terms defined in the MGA Operations Manual.

Petition candidates should reside in the designated Area for that years' election and shall:

- a) Meet the requirements for Region Director/IEEE Canada President Elect, and
- b) Meet the requirements for Petition Candidate process as per IEEE Bylaws and Policies.

8.2 CONFERENCE ADVISORY COMMITTEE (CONAC)

Purpose

The Conference Advisory Committee (CONAC) shall provide leadership, encouragement and support to Sections and Chapters interested in sponsoring conferences, workshops, and symposiums in Region 7. CONAC shall oversee all Region 7 sponsored and co-sponsored conferences, workshops, and symposiums, regardless of which Region they are held in. The current listing of Region 7 (co-)sponsored conferences can be found in the IEEE Canada CONAC Manual.

8.3 AWARDS AND RECOGNITION COMMITTEE (ARC)

Purpose

The Awards and Recognition Committee (ARC) shall be responsible for administering all IEEE Canada Awards. It shall review each nomination and be the judge of the candidate's qualifications. It shall make recommendations to the Steering Committee for approval. It may delegate to the appropriate body responsibility for administration, selection of candidates, and presentation of awards.

The only exception is the President's Make a Difference Award, which may be awarded to multiple recipients, where the final decision is up to the President and may include ARC recommended candidate(s), who must be endorsed by a sitting Board member, the President's selected candidate(s), or both.

8.4 PUBLIC POLICY COMMITTEE (PPC)

Purpose

The Public Policy Committee (PPC) shall be responsible for developing, overseeing, and making appropriate recommendations to the Steering Committee regarding statements on public policy, as well as all activities and involvement in public policy matters that are related to the IEEE fields of interests.

The Public Policy Committee's Chair can be the President Elect or report directly to the President Elect who will be representing this committee in the Steering Committee and Executive Committee.

The composition, structure, and functions of the Public Policy Committee are detailed in the IEEE Canada Operations Manual.

8.5 INDIGENOUS COMMUNITIES COMMITTEE (ICC)

Purpose

The Indigenous Communities Committee (ICC) shall be responsible for developing, overseeing and making appropriate recommendations to the Steering Committee regarding the relations, programs, partnerships, activities, and involvement of IEEE Canada with the Indigenous Communities and managing matters that are specific to the IEEE Canada Indigenous members and volunteers on all levels.

The Indigenous Communities Committee's Chair can be the IEEE Canada Past President or report directly to the Past President who will be representing this committee in the Steering Committee and Executive Committee.

The composition, structure, and functions of the Indigenous Communities Committee are detailed in the IEEE Canada Operations Manual.

9.0 IEEE CANADA BOARD OPERATIONAL COMMITTEES

IEEE Canada Board Operational Committees are organized so that all operational functions of IEEE Canada are represented at the Board and ExCom. The Four Operational Committees are External Relations, Member Services, Publications and Communications, and Educational Services. These are organized around the operational functions that are designed to mirror the major member populations served by the IEEE.

The populations and functions intended for each of the operational committees are as follows:

- **External Relations:** Professionals and Professional Societies (in line with TAB's and Standards' strategic plans)
- **Member Services:** Members at large (focused on membership development and member benefits, in line with MGA's strategic plan)
- **Publications and Communications:** The Membership and/or Public (in line with IEEE Canada communication needs and IEEE Publications)
- **Educational Services:** (Life-Long) Students (in line with EAB's strategic plan, educational activities, and professional development in general)

The Nominations and Appointments Committee Chair shall be responsible for making recommendations to the Board in Executive Session during the Region Meetings for Operational Committee Members, after they have been vetted by the SteerCom. IEEE Canada Board confirms and approves the recommendations

Candidates for Operational Committee Chair are limited to current or past committee members. The Operational Committee Chairs shall be appointed by the President upon approval of the Steering Committee.

Other ad-hoc committees and/or task forces may be created and assigned by the Board and/or the President as the need arises, on a temporary basis, for mandates not exceeding one year. If necessary, the Board and/or the President can request the mandate be extended for a period not exceeding one year. If the ad-hoc committee's mandate is extended a second time, the Board should consider making it a Standing Committee or including its function in one of the operational committees.

The full committee structure, as well as the responsibilities of each committee and any functional lead and / or coordinator included in its membership, is defined in the IEEE Canada Operations Manual.

The Operational Committee Chairs shall be responsible for maintaining communication with their respective committee members. The Operational Committee shall conduct its business by teleconference, and selected committee members may attend one IEEE Meeting each year. Operational Committee Chairs shall apply through the normal budgeting process for additional funds to cover other meetings of interest conducted by the IEEE.

The Operational Committee Chairs shall be members of the ExCom. The Operational Committee Chair shall represent the interests of all their respective operational functions to the ExCom and the interests of ExCom back to their committee members. The Operational Committee Chair shall coordinate the activity plan and budget preparation for their respective operational functions and present the Committee's budget to the ExCom Fall planning meeting for approval.

IEEE Canada operates primarily through these Operational Committees. For effective functioning of these committees, each committee should have a Vice-Chair who shall:

- a) Be appointed by the IEEE Canada Board, on recommendation by the IEEE Canada Nominations and Appointment Committee (NAC) and proposal by the SteerCom.
- b) Serve as the Acting Chair for a period not exceeding the remainder of the term of the serving Chair, with the same powers and duties as the Chair, if the Chair of the Committee is unable to carry out the functions of that office.
- c) Assist the Chair in providing guidance to the Committee, if necessary, on implementation of the IEEE Canada Committee's Annual Operating Plan.
- d) Perform other duties as directed by the Chair.

If a new Committee Chair has been appointed for the upcoming calendar year, the current Chair of the committee becomes the Past Chair of the Committee and shall continue to serve as a member of that Committee.

9.1 EXTERNAL RELATIONS COMMITTEE (ERC)

The External Relations Committee exists to support those professional Societies and/or industry professionals whose needs and/or interests are not met by any other IEEE Canada committee or operational function.

Furthermore, the External Relations committee shall include all of the committee's functional leads and / or coordinators including, but not be limited to, the following:

- Industry Relations Lead (IRL),
- Outreach and Partnership Lead (OPL),
- Humanitarian Initiatives Lead (HIL)
- Standards Association Liaison (SAL)
At the discretion of the Board, may chair a standards operational sub-committee
- Partnership Committee for Science and Engineering (PAGSE) representative.
At the discretion of the Board, may chair special action operational sub-committees.
- Area Liaisons (one liaison from each Area)

9.2 MEMBER SERVICES COMMITTEE (MSC)

The Member Services Committee exists to support the needs of IEEE Canada members. The Chair shall serve as the Region's Membership Development representative to MGA.

Furthermore, The Member Services Committee shall include all of the committee's functional leads and / or coordinators including, but not limited to, the following:

- Young Professionals Coordinator (YPC),
- Life Member Coordinator (LMC),
- Women in Engineering Coordinator (WIE),
- Student Activities Coordinator (SAC),

-
- Regional Student Representative (RSR)
 - Student Branch Chapter Coordinator (SBCC)
 - Region Vitality Coordinator (RVC) and MGA Region Vitality Coordinator
 - Area Liaisons (one from each Area)

9.3 PUBLICATIONS AND COMMUNICATIONS COMMITTEE (PCC)

The Publications and Communications Committee is responsible for overseeing all publications, print or electronic, that are sponsored by Region 7.

Furthermore, the Publications and Communications Committee shall include all of the committee's sub-committee chairs, operational leads and/or coordinators including, but not limited to, the following:

- a Translation Coordinator (TC),
- an Advertising and Patronage Coordinator (APC),
- a Publicity and Social Media Coordinator (PSMC),
- IEEE Canada (lead) website administrator,
- publication website administrators (non-voting and they don't attend F2F meetings)
- the Editor (in-Chief) of any publication officially sponsored by Region 7, including:
CJECE Editor-in-Chief,
ICR Editor-in-Chief,
IEEE Canada e-Newsletter Editor-in-Chief, and
IEEE Canada Press Editor-in-Chief
- Area Liaisons (one from each area)

Editors of both the ICJECE and the ICR must be active IEEE members residing in Canada. Associate editors of the ICJECE, who are non-voting, must be active IEEE members but are not restricted to residing in Canada. Only if the Editor-in-Chief of ICJECE, after exhausting all search options, is unable to find an active Canadian member capable of reviewing a specific technical area, should an active IEEE member from another IEEE Region who is a known expert in the field be appointed as Associate Editor.

9.4 EDUCATIONAL SERVICES COMMITTEE (ESC)

The Educational Services Committee shall be responsible for overseeing all internal and external education activities in Region 7.

Furthermore, the Educational Services Committee shall include all operational leads and/or coordinators related to such activities including, but not limited to:

- The Historian,
who may also chair a sub-committee at the discretion of the Board,
- STEM Outreach Coordinator (SOC),
- Educational Activities Coordinator (EAC) and EAB representative,
- Volunteer Training Activities Coordinator (VTAC),
- Professional Development Coordinator (PDC),
- IEEE Canada Volunteer Tools Coordinator (ICVTC) and MGA vTools Representative,
- Area Liaisons (one from each Area)

10.0 IEEE CANADA AREAS

10.1 GEOGRAPHIC AREAS

IEEE Canada shall have three geographic Areas identified as:

- a) **Canada East Area:** All Sections in the Provinces of Newfoundland and Labrador, Nova Scotia, Prince Edward Island, New Brunswick, Quebec and the Ottawa area of Ontario.
- b) **Canada Central Area:** All Sections in the Province of Ontario except the Ottawa area, Thunder Bay and west of Thunder Bay.
- c) **Canada West Area:** Thunder Bay and west of Thunder Bay in Ontario Province, and all Sections in Provinces of Manitoba, Saskatchewan, Alberta, British Columbia, Yukon, the Northwest Territories and Nunavut.

10.2 AREA CHAIRS

Area Chairs must be former Section Chairs who have served on the IEEE Canada Board for at least two years. Area Chairs may be nominated by current and past Section Chairs and shall be appointed by the President upon approval of the Steering Committee.

The Area Chairs shall:

- a) Represent the IEEE Canada President and ExCom to the Sections within their Area.
- b) Represent the Sections within their Area to the IEEE Canada President and ExCom.
- c) Participate in the ExCom conference calls, the Fall ExCom Planning Meeting and attend the IEEE Canada Board meetings as non-voting members.
- d) The Area Chairs shall carry out other duties as assigned by the ExCom or the IEEE Canada President.
- e) Monitor and report to the ExCom on the Sections' goals and measurables as approved by the IEEE Canada Board.
- f) Recommend corrective action to ensure that Sections can meet the Region's goals.
- g) Assist, as required, the IEEE Canada Operational Committees in their duties.
- h) Coordinate the Distinguished Lecturer Tours among at least two and ideally three Sections in their respective Area.
- i) Help coordinate the training of Section Executive as directed by the ExCom.
- j) Coordinate any budget requests and ensure they are submitted in a timely manner.
- k) Support the Nominations and Appointments Committee with nominations and the Awards and Recognition Committee by identifying potential recipients and providing both committees with further background on nominees if needed.

11.0 IEEE CANADA LIAISON COMMITTEES

Liaison Coordinators, with specific mandates, may be established to facilitate interactions of IEEE Canada with other professional committees. The coordinators may be tasked with chairing a committee to help them achieve their objectives. The Board shall approve the charters of all Liaison Committees and shall appoint the Liaison Coordinators. Liaison Coordinators and Liaison Committees shall serve during the calendar year of the appointment. These appointments may be renewed for up to two additional one-year terms, but no appointment shall exceed three consecutive years, unless otherwise specified by IEEE Canada Board.

All Liaison Coordinators and members of Liaison Committees shall be IEEE members of higher grade.

The Board shall review all Liaison Coordinator and Liaison Committees at intervals of no more than five years to ensure that their respective scopes and compositions continue to serve the best interests of the Board and the IEEE Canada membership.

Liaison Coordinators shall be assigned to an Operational Committee or to the ExCom and shall report through the Operational Committee Chair or a specified Executive Committee member.

12.0 IEEE CANADA FINANCE

12.1 FISCAL YEAR

The fiscal year of IEEE Canada shall be the calendar year.

12.2 BUDGET

The Treasurer shall issue budget guidelines that shall be approved by the ExCom at its first conference call following the Spring IEEE Canada Board meeting. The Operational Committee, with help from their respective coordinators and liaisons, and Area Chairs shall prepare Goals and Measurables along with a budget for the activities under their Goals and Measurables for the following calendar year. These budget requests will be discussed at the ExCom Face to Face where a proposed budget along with goals and measurables will be developed for presentation at the Fall Board Meeting. Final approval of the Goals and Deliverables, along with the budget for the following year, shall be by the Board at its Fall Meeting.

12.3 MANAGEMENT OF FUNDS

All IEEE Canada funds shall be deposited in accordance with IEEE guidelines.

All expenditures shall be in accordance with the current Annual Budget. The Board shall individually approve new expenditures not in accordance with the current Annual Budget or expenditures that will significantly exceed a budget line item where such excess can be identified in advance of the expenditure. With respect to financial matters, the President and the Treasurer shall serve only as agents of the Board.

Withdrawals from the Bank Account(s) shall require the signature of one of the Treasurer, the President, or the President-Elect. Financial statements as of December 31st each year shall also be prepared in accordance with IEEE requirements with copies forwarded to the IEEE Operations Centre by February 28th of the following year.

An independent examination and audit of the financial records of IEEE Canada shall be conducted by the IEEE Audit Department at the request of the President. At a minimum, such an audit shall be conducted when there is a change in the IEEE Canada Treasurer or when there is a substantial change in IEEE Canada accounting policies.

12.4 AUDIT COMMITTEE

The Nominations and Appointments (N&A) Committee shall propose to the Steering Committee an Audit Committee that shall, on an annual basis, review policies and procedures which substantially impact the finances and operations of the Region, monitor conformance thereto, and recommend such changes as it considers desirable, in addition to their review of the Treasurer's financial records for the previous calendar year. The Audit Committee shall consist of one Treasurer or other qualified member from each of the three Areas and one Past President or Past Region Treasurer who shall chair the committee.

The Audit Committee shall meet virtually before the Spring Meeting and conduct an overview of the budget, income and expenditure together with such policies and procedures as it deems necessary. The Audit Committee shall make a report to the Board at its Spring Meeting and

recommend any changes to the Region policies and Procedures, or any remedial actions arising from its review of the financial records. The Board shall approve any recommendations of the Audit Committee. The SteerCom shall report on the implementation of all recommendations made by the Audit Committee, and approved by the Board, to the Board, as well as to the Chair of the Audit Committee.

13.0 IEEE CANADA CONFERENCES AND SYMPOSIA

Conferences shall be held in accordance with the IEEE Policies Manual, the MGA Operations Manual and the IEEE Canada CONAC Manual. In addition to these requirements, the following shall govern the activities for conferences organized by IEEE Canada or IEEE Sections within Canada.

13.1 APPROVAL OF CONFERENCE POLICIES AND PROCEDURES

The Board approves conference policies and procedures that are additional to, but not conflicting with, IEEE policies.

CONAC is responsible for creating and updating the CONAC Manual. After the CONAC Manual or any other policies are approved by the Board, they will be mandated to CONAC to oversee their implementation and management.

13.2 APPROVAL OF CONFERENCES

The Executive Committee of any organizational unit of IEEE Canada, with the approval of the organizational unit involved, shall request approval from the President for the organization of any Conference. The Conference Advisory Committee (CONAC) shall provide such information and/or assistance as directed by the President.

Approval of all activities that require administrative and/or financial support shall be sought first from the President who, having given approval, shall then transmit the request for final approval to CONAC or the Board, as appropriate, for any Region (technically) (co-)sponsored conference where there are multiple bidders or any conference or symposia that is not yet sponsored by Region 7.

The Chair of the Committee organizing a Region 7 Sponsored Conference shall send one copy of the minutes of all Committee meetings to the Chair of CONAC and ensure the designated CONAC representative is invited to all conference meetings.

The Chair of a Conference Committee may correspond directly with the Chair of CONAC in all matters concerning the Conference once the approval for holding the Conference has been granted.

14.0 IEEE CANADA AMENDMENTS TO BYLAWS

The Board may add to, amend, or revoke any of the Bylaws, subject to approval by IEEE Member and Geographic Activities Board.

Proposed changes and reasons therefore shall be distributed to all members of the Board at least twenty calendar days (20) before the meeting at which the vote shall be taken. Approval of any Bylaw change shall require the assenting vote of two-thirds of all Board members present at the meeting who are entitled to vote.