

**Operations Manual of the  
IEEE NEW HAMPSHIRE SECTION  
February 2019**

In all instances, the New York State Certificate of Incorporation, IEEE Constitution, Bylaws, Policy Manual, and Member and Geographic Activities (MGA) Governing Documents shall prevail when there is a conflict between these documents and the Section Operations Manual.

**ARTICLE I - Name and Territory**

**Section 1**

This organization shall be known as the New Hampshire Section of the IEEE.

**Section 2**

The territory of the New Hampshire Section, as approved by the IEEE MGA, consists of the State of New Hampshire.

**ARTICLE II – Membership**

**Section 1 Members Served**

Section members are those individual IEEE Members residing or working within the boundaries of the Section, or who live or work in a neighboring Section and have requested Contiguous Section Membership status from the MGA. IEEE Society Affiliates are not members of the Section, but they will be notified of Section events and are welcome to participate

**Section 2 Section Voting Members**

Section members may vote in the appropriate Section elections. Student members are not eligible to vote in Section elections.

**Section 3 Section Office Holding by Members**

Section members of Graduate Student or higher grade may hold elected office or chair a Section Committee. Students and Associate members may hold Section offices or chair a Section committee in accordance with MGA requirements.

**ARTICLE III – Officers**

**Section 1 Elected Officers**

The elected officers of the New Hampshire Section shall be:

1. Chair
2. Vice-Chair
3. Treasurer
4. Secretary
5. Member-at-Large

**Section 2 Term of Office**

The terms of office of the elected officers shall be 2 years, beginning 1 January and continuing through 31 December. Two year terms shall also be the default for Chapters or Affinity groups that do not have their own Ops Manual.

**Section 2 Vacancy**

Any vacancy shall be filled by a majority vote of the Section Executive Committee (ExCom), if the committee deems it necessary. Terms for vacant seats will begin immediately after this ExCom appointment.

**Section 3 Duties of Officers**

The duties of the officers shall be in accordance with the MGA Operations Manual.

**ARTICLE IV - Committees and Other Appointed Positions**

**Section 1**

Creation or elimination of committees is the responsibility of the Section ExCom. Committee Chairs and Other Appointed Positions shall be appointed by the Section Chair, with the approval of the Section ExCom.

Committee Chairs shall appoint their Committee members.

**Section 2**

The Standing Committees of the Section may include:

1. Membership Development
2. Professional Activities (PACE)
3. Student Activities (which shall include Student Delegates)
4. Educational Activities (including Student Representatives as permitted by MGA.)

**Section 3**

The Operating Committees of the Section may include:

1. Audit
2. Operations Manual
3. Nominations
4. Tellers
5. Humanitarian
6. Awards and Recognition
7. Publicity
8. Historical Milestones
9. Strategic Planning

**Section 4**

Other Appointed Positions may include:

1. NH Society of Professional Engineers (NH Engineers Week Committee Representatives)
2. Newsletter Editor
3. NHJES Representatives
4. Webmaster
5. Section Functions Coordinator
6. NH Tech Alliance and it's sub-groups

**Section 5**

Guidelines of the duties of the Standing Committees shall be as described in the MGA Operations Manual and as specified by the Section ExCom. The duties of the Operating Committees and Other Appointed Positions shall be as specified by the Section ExCom.

#### **Section 6**

The terms of office of Standing Committees Chairs, Operating Committee Chairs, and Other Appointed Positions shall be 1 year starting 1 January or upon ExCom approval and continuing through 31 December.

### **ARTICLE V - Management**

#### **Section 1 ExCom Role and Members**

The management of the Section shall be by the Section ExCom which shall consist of the following elected officers:

1. The five Section Officers,
2. The Past Section Chair,
3. Chapter Representative(s),
4. Affinity Group Representative(s), and
5. The appointed Standing Committee Chairs.
6. A Student Delegate if appointed by the Chair and approved by ExCom

#### **Section 2 Quorum**

The ExCom quorum shall be one half of the voting members. .

#### **Section 3 In-Person Meetings**

Meetings of the Section ExCom shall ordinarily be held monthly and shall be called by the Section Chair or by a request of any three voting members of the Section ExCom.

#### **Section 4 - Fiscal Year**

The fiscal year of the Section shall be 1 January to 31 December.

#### **Section 5 ExCom Voting Members**

- (a) Chapter or Affinity Groups have one vote in the ExCom delegated by default to the Chapter or Affinity Group Chair. The highest position Chapter or Affinity Group officer present will have the vote if the Chapter or Affinity Group Chair is unable to represent the Chapter or Affinity Group.
- (b) Chapter or Affinity Groups with co-Chairs have one vote in the ExCom. This vote is delegated to the Chair that attends the ExCom meeting. If more than one co-Chair attends an ExCom meeting, then the co-Chairs must notify the ExCom who will have the vote for the meeting at the start of the meeting prior to the first vote during the deliberative session.
- (c) If a Chapter or Affinity Group is not represented in the most recent three previous ExCom meetings, it will not be considered a voting member. Chapter or Affinity groups that have lost their voting status will not be considered toward quorum. Voting privileges and the count towards the quorum will be reinstated immediately upon attendance at the next ExCom meeting, or participating in an electronic meeting.

- (d) The number of voting members elected must be at least one greater than those appointed. Where a reduction is needed, the Section Chair shall designate which Standing Committee Chairs are to be considered voting roles.
- (e) A single individual shall have only one vote in the ExCom. If an individual holds more than one voting role, then the number of voting members is reduced to reflect this duplication.

**Section 7 Email and/or Electronic Decision Making**

- (a) The ExCom may make decisions by email and/or other electronic means. Such decisions are subject to the same constraints as an in-person meeting.
- (b) Confidential matters shall never be deliberated upon via electronic meetings, as confidentiality cannot be assured.
- (c) The Section Chair must send notice all ExCom members indicating
  - (1) The meeting is called to Order
  - (2) The topic(s) of discussion
  - (3) The default deliberation period prior to voting is a minimum of at least one week from the notice
- (d) The Section Secretary or designee must record the minutes of the meeting. This may be done as a transcript, or by summary of items discussed.
- (e) All voting members are considered to be present during an electronic meeting. Quorum is automatically established. However, since all voting members are considered present, a larger number of votes are required to obtain a majority to pass an article. A chapter/group that has lost its vote per section 5(c) only is part of the quorum if an officer participates in the electronic decision making.
- (f) Any voting member may request an extension of the deliberative period at the discretion of the Chair. No vote is required.
- (g) When a vote is called for, a ballot will be sent from the Section Secretary or designee to the voting ExCom members with a ballot which will indicate:
  - (1) That the item being sent is a ballot
  - (2) The wording of the article being voted on
  - (3) The deadline date that a ballot must be received in order for the vote to be valid. The default voting period will be a minimum of one week from when the ballot is sent
  - (4) The possible vote choices

- (h) Chapter or Affinity Groups with co-Chairs can only cast one vote. Prior to the vote being cast, the Chapter or Affinity Group must notify the ExCom which co-Chair will be casting the vote.
- (i) Once the voting deadline has passed, the Section Secretary will tally the votes and report the results to the ExCom. These results will also be reported into the record at the next monthly ExCom meeting.

## **ARTICLE VI - Nomination and Election of Officers**

### **Section 1 Nominating Committee**

A Nominations Committee shall consist of:

- A Chair appointed by the Section Chair, and approved by the section ExCom. If available to do so, the Past Section Chair will serve as Chair of the Nominations Committee.
- Two (2) or more members, not then officers of the Section, nor intending to stand as candidates for office

### **Section 2 Slate of Nominees**

The Nominations Committee shall submit a slate of nominees to the ExCom for ratification. The ExCom will then submit the slate to the Section membership and, following this, a minimum of 28 days will be allowed for additional nominations by petition. To be valid, the petition must be signed by 1% of the Section's voting membership.

### **Section 3 Election Process**

If only one nomination is made for an office, the election may be declared by acclamation at a meeting of the Section general membership, or the Section ExCom. If additional nominations are made, election shall be made by ballot, mailed or made available on the Internet to the membership with the vote counted by a Tellers Committee (or with the appropriate online voting tool) appointed by the Section Chair.

### **Section 4 Election Schedule**

Annually, the Section ExCom will announce an election of officers to the general membership, solicit nominees, and provide for a fair election of contested offices. The time table for the election process is as follows:

- Appointment of the nominations committee will occur by June.
- Announcement of the elections and a call for nominees will occur by July.
- The nominating committee will present a slate of candidates to the ExCom by September.
- The ExCom will announce the slate of candidates and the closing date for nominations by petition by October.
- The election will be held by November. The Section Secretary is responsible for sending electronic or paper ballots.
- The Section Chair will appoint a Tellers committee chair to count the ballots, if applicable.
- The Tellers Committee shall present the results to the ExCom within a week of the closing date of the election, if applicable.

### **Section 5**

A plurality of the votes cast shall be necessary for election.

**Section 6**

- (a) In the event of a tie of one or more positions during an election, the Nominations Committee will present a ballot of all elections resulting in a tie to all voting ExCom members at the ExCom meeting following the election.
- (b) A secret ballot vote will be held for all positions resulting in tie.
- (c) The Section Chair will hold his or her vote until the tally is announced.
- (d) The Nominations Committee will tally the votes and report on the results.
- (e) If a tie still remains, then the Section Chair will announce the result of the election positions with his or her ballot.

**ARTICLE VII – Finances**

**Section 1**

Without prior authorization of the ExCom, Section funds can be used only for items in the approved Section budget for the current year.

**Section 2**

The section shall conduct all banking through the IEEE Concentration Banking Account.

**ARTICLE VIII – Subunits**

**Section 1**

The Section shall encourage the formation of subunits, including Society Chapters and Affinity Groups. The Section shall support the efforts of subunits to serve the members.

**Section 2**

Management of the subunit will be undertaken by the Section and governed as detailed in this Operations Manual, including financial activity where appropriate, as well as officer and election activity.

**ARTICLE IX - Amendments**

**Section 1**

Proposals for amendments to this Operations Manual may originate in the Section ExCom or by a petition signed by 2% of the Section voting membership.

**Section 2**

Amendments to or revocation of this Operations Manual shall be in accordance with the New York State Certificate of Incorporation, IEEE Constitution, Bylaws and MGA Operations Manual as confirmed by IEEE Staff review. Such amendments and revisions must be reviewed by IEEE Staff and approved as specified by MGA requirements.

**Section 3**

The Section Chair shall appoint an Operations Manual revision committee chair every fifth year (starting with 2015) to review this document, propose updates and alignment with superseding documents as needed.

**Section 4**

Operations manual amendments and revisions shall be notified to the membership (typically by email) 25 days prior to action by the ExCom.

**APPROVALS**

\_\_\_\_\_  
**Chair – NH Section                      Date**

\_\_\_\_\_  
**Vice-Chair – NH Section              Date**

\_\_\_\_\_  
**Secretary – NH Section              Date**

\_\_\_\_\_  
**Treasurer – NH Section              Date**