

**President's Column (Continued from Page 1)**

The results of the meeting were then written up by a member of the SRC and returned to CPMT for final comment. Any comments from CPMT are included in the document which then goes forward to TAB for final approval.

We expect that the formal review process will be completed in the next couple of months. Has the SRC review process been worthwhile? While we are looking forward to the formal report, we have found the review process itself to be very much worthwhile. The review process provided us with an opportunity to give a thoughtful look of our society: its mission, vision, value propositions and operations. The review process itself allowed us to look at ourselves with all our strengths and weaknesses. To quote Paul Keating, "nothing is more important to a country than the way it thinks about itself." To paraphrase this quote in the context of the IEEE/CPMT society, how do we think about the CPMT Society? In this column we had talked about the various CPMT value propositions: membership and chapters, conferences, publications, technical committees, awards and recognitions, education and others. The world is continuously changing. Our industry, our technology and our profession are changing, perhaps, at a faster pace. The Society Review gave us the opportunity to make a critical self examination. How do we think about ourselves? Are we the CPMT Society that we want to be?

Your comments are welcome.

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**CPMT Society News:**

**Notification of Proposed Changes to CPMT Society Constitution and Bylaws**

Submitted by Ms. Marsha Tickman, Executive Director, IEEE CPMT Society

The IEEE Technical Activities Board approved the required incorporation of several items into Society and Council Governing Documents, in order to be in compliance with IEEE Governance Documents.

The key issues include: to define a quorum; action of the governing body - with or without a meeting (e.g., e-mail voting); voting rights of the governing body's presiding officer; nominations and appointments committee operating requirements; and nominations and petition signature requirements.

The changes (shown below), have been approved by the CPMT Board of Governors and the IEEE Technical Activities Board. They are now presented to CPMT members as required.

Amendments to the Constitution (Article VII only, below) will go into effect unless 40 or more Society members object in writing within 30 days of publication to Society Members. Amendments to the Bylaws go into effect following approval by the CPMT Board of Governors and the IEEE Executive Director.

*If you wish to register objection to the proposed amendment to Constitution Article VII, please send the objection by e-mail, fax or hard copy by no later than 1 May to:*

**Marsha Tickman**  
**IEEE CPMT Executive Office**  
**445 Hoes Lane**  
**Piscataway, NJ 08854 USA**  
***m.tickman@ieee.org***  
***fax: 1 732 465 6435***

**Deletions = ~~strike-through~~**

**Additions = underline**

**1. Quorum; action of governing body; voting rights of the governing body's presiding officer:**

*Proposed Action and rationale:*

*Delete sections with strike-through from Constitution and insert (with appropriate revisions in accordance with "must haves") in Bylaws, as per format of respective IEEE governing documents.*

*Add sections to Bylaws as required for compliance.*

*Items in parentheses, labeled as "clarification" are provided as explanation and will not appear as part of final document.*

**Constitution**

**Article VII Meetings**

**Section 1.** The Society may hold meetings, conferences, symposia, or conventions either alone or in cooperation with Sectional, Regional, or other Convention Committees of the IEEE or other technical organizations, subject to IEEE rules and regulations. The Society should sponsor at least one technical conference of international scope each year.

**Section 2.** The BOG shall hold at least two meetings each year, one of which shall be designated the Annual Meeting at a time specified in the Bylaws. Other meetings of the BOG shall be held at such times as are found necessary and/or convenient. Special meetings of the BOG may be called by the President of the Society at his own discretion or upon request of three other members of the BOG with at least 30 days notice.

~~**Section 3.** A quorum of the BoG shall consist of at least 50% of the Elected Members At Large and at least 50% of the total BoG members with Complete Voting Rights.~~

~~**Section 4.** A majority vote of those elected members and "ex-officio with limited vote" members of BOG attending a meeting in which a quorum is present shall be necessary for the approval of actions except as otherwise provided in the Bylaws. If the issue requires a decision by complete voting rights individuals only, then only a majority of attendees with these rights is needed.~~

~~**Section 5.** Business of the BOG may be handled by correspondence, telephone, or any standard business communication medium as appropriate in the opinion of the officer concerned. When such business involves actions not having the prior approval of the BOG, or is outside its normal policy, approval by majority vote is necessary, unless otherwise provided. Telephone acts are to be confirmed promptly in writing.~~

## Bylaws

### **10. Society Business Actions of Board of Governors and Committees thereof:**

The President and other officers shall conduct Society affairs subject to the Constitution Articles I and VII, these Bylaws, and the advice and consent of the BOG. No BOG meetings shall be held for the purpose of transacting business unless each member shall have been sent notice of the time and place of such meeting at least 30 days in advance of the meeting.

~~10.1 No BOG meetings shall be held for the purpose of transacting business unless each member shall have been sent at least 30 days notice of the time and place of such meeting. Any voting member of the BoG unable to attend a meeting may submit a written or email proxy to the Secretary, President, or Executive Director in advance of the meeting giving notice of their intended vote on matters to come before the BoG.~~

~~10.2 If less than a quorum physically attend or virtually attend (phone, video, internet) a duly called meeting, tentative actions may be taken which will become effective upon subsequent written ratification by other members needed to achieve quorum. Minutes of such meeting shall be expeditiously mailed by the Executive Director to each BOG member.~~

10.1 A quorum of the BoG shall consist of a majority of the total BoG members with Complete Voting Rights and include at least 50% of the elected Members-At-Large.

10.2. A majority vote of those elected members and "ex-officio with limited vote" members of BOG attending a meeting in which a quorum is present shall be necessary for the approval of actions except as otherwise provided in the Bylaws. If the issue requires a decision by complete voting rights individuals only, then only a majority of attendees with these rights is needed.

10.3 The BOG or any committee thereof may meet and act upon the vote of its members by any means of telecommunication. The normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time. 10.4 The BOG or any committee thereof may take action without a meeting if applicable (e.g. email voting). An affirmative vote of a majority of all the voting members of the BOG or any committee thereof shall be required to approve the action. The results of the vote shall be confirmed promptly in writing or by electronic transmission. The writings and/or electronic transmissions shall be filed with the minutes of the BOG or any committee thereof. "Electronic transmission" means any form of electronic communication, such as e-mail, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient. (Clarification: When the Governing Body or any of its committees takes any kind of action such as email voting or mail balloting, without a formal meeting, a minimum of a majority of all of the body's voting members is required to pass the motion/action. For example, if there are 20 voting members of the body, the vote will pass if at least 11 or more vote affirmatively. All 20 voting members are not required to vote in order for the motion to pass;

*however all 20 members must be sent the email vote and given the opportunity to cast their vote).*

10.5 Voting. Individuals holding more than one position on the BOG or any committee thereof, shall be limited to one vote on each matter being considered by the BOG or committee.

10.6 Proxy voting is not allowed.

10.7. The presiding officer of the BOG shall have no vote on the BOG except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.

10.8 An appropriate order of business at an Annual Meeting of the BOG shall be:

(a) Roll call (b) Ratification of Minutes of previous meeting (c) Reading of report on business transacted other than at meeting (d) Report of Communications (e) Reports of Officers (f) Reports of all Committees (g) Unfinished Business (h) New Business (i) Elections, if not otherwise provided for (j) Adjournment

10.9 All Chapter and Committee Chairpersons shall be invited to BOG Meetings, plus other persons at the discretion of the President.

10.10 Technical and Standing Committee Chairpersons are appointed annually and may be reappointed by the President with the advice and consent of the BOG. They shall be ex-officio members of BOG.

### **2. Nominations and Appointments Committee operating requirements; nominations and petition signature requirements:**

*Proposed Action and rationale:*

*Add sections to Bylaws as required for compliance.*

## Bylaws

**4. Nomination and Election of the Members at Large:** The geographic composition of BoG Members-At-Large will reflect the geographic composition of Society membership.

4.1 The Nominating Committee shall be reconstituted and instructed by the President on or before the Spring BOG Meeting of each year. It shall have a chairperson and four or more members of the Society, at least one of whom shall be a member of the BOG.

(a) The Chair of the Nominating Committee shall be the immediate past chair of the BOG. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the Nominating Committee available shall be the Chair of the Nominating Committee. With extenuating circumstances, a different individual may be appointed to this position.)

(b) Chairs shall not be eligible to be elected to the BoG during their term of service.

(c) At least two-thirds of the voting members of the Nominating Committee shall be elected or appointed by the BoG.

(d) A member of a Nominating Committee may be nominated and run for a position for which such member's respective Nominating Committee is responsible for making nominations only on the following conditions: (i) the nomination is not made by a member of the same Nominating Committee and (ii) the member resigns from the Nominating Committee prior to its first meeting of the year in which the nomination shall be made.

4.2 Annually, prior to formulating the slate of candidates, the Nominating Committee, using IEEE Region definitions and Society membership statistics as of 31 December of the preceding year, will determine the proportion of Society members in each of

the following Regions/grouping of Regions: 1-6 (US), 7 (Canada), 8 (Europe, Africa, Middle East), 9 (Central and South America), 10 (Asia, Pacific). Any Region/grouping of Regions determined to have at least 10% of CPMT total members will have the proportional number of Member-at-Large positions designated to it for representation on the BoG. The slate of candidates for each year's election will be constructed to ensure that the resulting total of newly elected Members-at-Large plus continuing Members-at-Large has the proper proportion of representatives from each Region/grouping of Regions.

4.3 Candidates will be solicited and selected by the Nominating Committee from among members of the respective Regions/grouping of Regions, by a process that ensures input from Society volunteers in the respective Regions/grouping of Regions, as well as from members of the BOG, and chairpersons of all other organizational entities of the Society. The slate will contain at least 1.5 candidates for each forthcoming vacancy.

4.4 Society members in each Region/grouping of Regions with designated BoG positions will vote for their Region/grouping of Regions' respective positions only. That is, members in Region 8 will vote for Members-at-Large for Region 8 only. Society members in Regions without designated BoG positions will vote with the Region/grouping of Regions with the majority of members.

4.5 The Nominating Committee shall cause to be published for the Society membership a call for nomination by petition, such petitions including to include statements of nominees' qualifications and willingness to serve if elected, to be received by the Chairperson before a specified date. A petition nominating a Society member in good standing and supported by the identifiable signatures of at least ~~25 Society members~~ 2% of the eligible voters shall automatically place that member's name on the slate. Signatures can be submitted electronically through the official IEEE society annual election website, or by signing and mailing a paper petition. The name of each member signing the paper petition shall be clearly printed or typed. For identification purposes of signatures on paper petitions, membership numbers or addresses as listed in the official IEEE membership records shall be included. Only signatures submitted electronically through the IEEE society annual elections website or original signatures on paper petitions shall be accepted. Facsimiles, or other copies of the original signature, shall not be accepted.

4.6 The Chairperson shall ensure that all candidates are properly qualified. The ballot shall provide for write-in candidates. The ballots should be mailed to the entire Society membership including Society affiliates. The results of the vote shall be transmitted to the President and Nominating Committee Chair prior to the date of the new calendar year meeting of the BOG. Newly elected BOG members assume their positions on the first day of the year.

4.7 Those candidates having a plurality of votes will be declared to be elected. Ties shall be broken by the BOG. If an elected member fails to accept the office, the candidate receiving the next highest number of votes will be certified elected. If the vacancy cannot be filled in this manner, the

President shall make appointments in cooperation with the Nominating Committee Chairperson.

4.8 The Nominations Committee and the BOG should provide names periodically to the CPMT President for consideration to Divisional Director positions and other IEEE posts.

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### **IEEE Mentoring Connection Program**

Interview by Eric Perfecto, BOG member, with Cathy Downer,  
Project Manager of IEEE Mentoring Connection  
Program Coordinator

Published with prior permission from both Eric Perfecto  
and Cathy Downer

#### **When was the TMC instituted as the preferred IEEE mentoring site?**

We conducted focus groups with IEEE GOLD members to find out what they were looking for in a mentoring program. We wanted to make sure there was a need and to find out who or what type of IEEE member they were looking for as a mentor. We wanted to propose a unique membership benefit to this group to help with retention. Our focus group participants (3 focus groups held via internet) consisted of one with US/Canada members, second with European members, and third with Asia, South Pacific (Australian area) members – all working within their time zones. Members within these focus groups told us they would value another IEEE member as a mentor – in fact they valued that relationship very highly.

While we ran these focus groups, I searched the web for an online mentoring program that was user friendly, worked within our parameters (less focused on staff administrative) and one that the mentee or protégé searched for their mentor. Not the type of matching that staff reviewed files and matched the individuals up. I also did research with other membership organizations to find out who they used and how they ran their member mentoring programs.

When I came across The Training Connection, I talked with them and asked for references. They offered information on how to help with setting up a program and on the issues we had. They offered a demo site that helped us make a decision. The people running the company were skilled in coaching, training, and running mentoring programs.

We ran a pilot program that began in 2005 with Region 1 and in August opened to Regions 2 and 3 to increase the pool of participants. We selected this area because of the larger cities, larger number of IEEE members in those cities to help with mentoring partnerships that would be close. After a six-month and year-end evaluations, we opened the program in 2006 to IEEE members.

#### **Who and how can apply to be a mentor or to find a mentor?**

IEEE members above the grade of Student Member can participate in the program as a mentor or mentee. We made the decision early not to include Students so we could offer a specific and unique program after they graduate to help with the transition into the professional fields and with career development. We did not want the program and the members participating to be used as an employment resource.

When entering the program for the first time you are asked how you are participating – as a mentor or mentee.