

## **SECTION 1 - IEEE AWARDS BOARD - GENERAL**

- 1.1. **NAME.** This Board shall be known as the IEEE Awards Board (AB). recognizing excellence in activities in the fields of interest of the Institute.
- 1.2. **MISSION.** The IEEE Awards Board (AB) administers the awards and recognition program of the IEEE. Through its awards program, the IEEE advances the interests of its members by recognizing their contributions in advancing the fields of interest to IEEE to the benefit of society. By this means, the image and prestige of the organization, its members, and the profession are all enhanced. The IEEE awards program honors members and other professionals for their service to the society.
- 1.3. **AUTHORITY, DUTIES AND RESPONSIBILITIES.**
- a) **Authority for IEEE Awards.** IEEE awards and recognitions administered by the AB and its Committees shall be presented with the approval of the IEEE Board of Directors and in the name of the IEEE.
- The IEEE Board of Directors may delegate, to the IEEE Executive Committee, authority for the approval of awards except the IEEE Medals, Awards, and Recognitions under the direct supervision of the AB.
- The AB may delegate, to the appropriate body, responsibility for administrative authority for awards other than those listed in the Bylaws. Such administrative activities may include the review of the award, selection of candidates, and presentation of all awards.
- Additionally, the IEEE Board of Directors may delegate, to those respective major organizational units, having chartered Awards and Recognition Committees and who have been delegated administrative authority by the AB, approval authority for awards and recognitions falling within their respective scopes of operations in accordance with established policies.
- b) **Duties of the AB.** The AB shall be responsible to the IEEE Board of Directors for administering the awards, specified in the IEEE Policies Manual; for monitoring all other awards, scholarships, and formal recognitions excluding Fellow grade elections; for recommending candidates for IEEE Honorary Membership; and for developing an awards structure for
- c) The AB shall recommend policies to the IEEE Board of Directors for awards and formal recognitions of the IEEE, other than Fellow awards under its administrative purview.
- 1.4. **OPERATIONS MANUAL.** The AB Operations Manual shall contain policies and procedures pertaining to IEEE awards and recognitions for the guidance of the AB. Its purpose is to present a statement of the existing rules and practices, together with any advice based on previous experience of the AB. For continuity in this function, each year's AB should consider and make any revisions that would be helpful to a successor Board, including proposals to the IEEE Board of Directors for changes in IEEE Bylaws or Policies. The Awards Staff will send to each AB member a copy of the Manual.
- 1.5. **OPERATIONS MANUAL CHANGES.** Changes to the Operations Manual of the AB shall be approved by the AB and forwarded to the IEEE Board of Directors for approval.
- 1.6. **ORGANIZATIONAL CHANGES.** Pursuant to the authorization delegated by IEEE Bylaw I-306 Membership, any changes in the AB committee structure shall be entered herein by the IEEE Executive Director after the changes are reported to the IEEE Board of Directors.
- 1.7. **MEETINGS.**
- a) **Parliamentary Procedure.** Robert's Rules of Order (latest revision) shall be used to conduct AB meetings in the absence of any other adopted or accepted rules of procedure.
- b) **Actions of the AB.** Unless otherwise provided in the IEEE Certificate of Incorporation, the IEEE Constitution, the IEEE Bylaws, or the Not-for-Profit Corporation Law of the State of New York, the vote of a majority of the voting members of the AB present at the time of the vote, if quorum is present at such time, shall be the act of the AB.
- c) **Frequency.** Normally, there shall be two meetings of the AB each year.
- d) **Quorum.** A majority of the voting members of the AB shall constitute a quorum.

- e) Special Meetings. Special meetings of the AB may be called by the Chair or by any five AB members on notice to all other AB members. Notice of such special meetings, giving the time and place of meeting, the purpose of the meeting, and the names of the AB members calling the meeting shall be mailed to all members not less than 20 days before the date set for the special meeting. The place of such special meeting may be at a site in conjunction with the meeting of the Board of Directors, IEEE Headquarters, or Operations Center, unless otherwise authorized by a majority vote of all voting AB members, such vote to be secured by or transmitted to the Secretary.