



IEEE Denver Section Local Operating Procedures
Ratified February 16, 2021

In all instances, the Institute of Electrical and Electronics Engineers (IEEE) Bylaws, Constitution, IEEE Policy Manual, and Member and Geographic Activities (MGA) Operations Manual shall prevail when there is a conflict between these documents and the IEEE Denver Section Local Operating Procedures. Always consult the MGA Operations Manual first before referring to these Local Operating Procedures. Text in *Italics* indicates material which has been replicated from the MGA Operations Manual for informative purposes.

Article I. Name and Territory

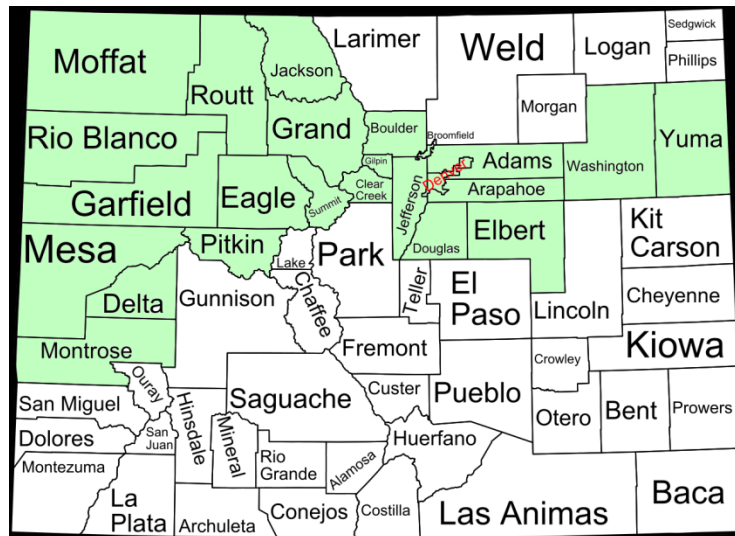
Section 1.01

This organization shall be known as the IEEE Denver Section.

Section 1.02

The territory of the IEEE Denver Section, as approved by MGA, includes the following Counties:

- Broomfield, Clear Creek, Delta, Douglas, Eagle, Elbert, Jefferson, Mesa, Montrose, Pitkin, Summit, Washington, Yuma, and all counties north of said counties in Colorado, excluding those counties in the High Plains Section:



Article II. Membership

Section 2.01

Section members are those individuals of Associate or higher grade membership and Student members residing within the boundaries of the Section, or who live or work in a neighboring Section and have requested Contiguous Section Membership status from the Regional Activities Department.

Section 2.02

Section members with the grade of Associate or higher may vote in Section elections. Student members are not eligible to vote in Section elections. IEEE Society Affiliates are not members of the Section, but they will be notified of Section events and welcome to participate.

Section 2.03

Section members of Graduate Student Member or higher grade may hold elected office or chair a Section Standing Committee. Students and Associate members may not hold office nor chair a committee.



IEEE Denver Section Local Operating Procedures
Ratified February 16, 2021

Article III. Officers

Section 3.01

The elected officers of the IEEE Denver Section shall be:

1. Chair
2. Vice-Chair
3. Secretary
4. Treasurer

Section 3.02

The terms of office of the elected officers shall be for two (2) years unless the officer has requested a term of one (1) year.

Section 3.03

The term of office shall normally be from 1 January through 31 December. Outgoing officers shall continue until their successors are duly elected and take office.

Section 3.04

Any vacancy occurring during the year shall be filled by a majority vote of the Section Executive Committee. This includes the Chairs of Chapter, Affinity Group, and Student Branches under the management of the Section where none of their other Officers are willing to assume the role of Chair.

Section 3.05

At any time during the second year of the term of the then Vice-Chair, or, in the case of an interim appointment of the Vice-Chair, after the Vice-Chair has served no less than six months, the Section Executive Committee may, on the recommendation of at least two of the Section Officers not including the Vice-Chair and with the agreement of the Vice-Chair, vote to designate the Vice-Chair to be the Vice-Chair / Chair-Elect.

Vice-Chair / Chair-Elect will assume the Office of the Section Chair starting January 1 of the following year.

Section 3.06

The duties of the elected officers shall be available from Denver Section and from the Regional Activities Department staff, in the MGA Operations Manual.

Article IV. Standing Committees

Section 4.01

The Standing Committees of the Section may be as follows:

- | | | |
|------------------------------------|--------------------------------|---|
| 1. Awards and Recognition | 2. Dine & Learn | 3. Conferences |
| 4. Finance & Audit | 5. Government Relations | 6. Industry Relations |
| 7. Membership Development | 8. Nominations | 9. Pre-College and Education Activities |
| 10. Professional Activities (PACE) | 11. Programs | 12. Public Relations & Publicity |
| 13. Publications | 14. Section Student Activities | 15. Social Media |
| 16. Strategic Planning | | |



IEEE Denver Section Local Operating Procedures
Ratified February 16, 2021

Section 4.02

The Chairs of the Standing Committees shall be appointed as necessary by the Section Chair with the approval of the Section Executive Committee, and their terms correspond to the term of office of the elected officers of the Section.

Section 4.03

Each Committee Chair shall appoint their Committee members, with the approval of the Section Executive Committee, and their terms are to be the same as the Chairs' end-of-term date.

Section 4.04

The duties of the Chairs of the Standing Committees shall be available from Denver Section. The duties of the Standing Committees are to support the Chair of the Standing Committee to conduct the business of the Standing Committee.

Section 4.05

The Finance/Audit Committee shall be chaired by the Vice-Chair and members will include the Treasurer and Chair to oversee management of the finances of the Section and completion of the Annual Financial Reports. The Finance/Audit Committee shall also oversee an internal audit of the Section's finances at least once every three years.

Article V. Management

Section 5.01

The Section affairs shall be managed by an Executive Committee (ExCom) consisting of the elected officers and shall consist of the following voting members:

- 1. Section Elected Officers*
- 2. Immediate Past Section Chair*
- 3. Section Student Representative*
- 4. Chapter Chairs, or their delegate*
- 5. Affinity Group Chairs or their delegate*

Section 5.02

With the exception of the Section Student Representative, each member of the Section ExCom shall be an IEEE member, in good standing, of Graduate Student Member, Member, Senior Member, or Fellow grade.

Section 5.03

A majority of the voting members of the committee shall constitute a quorum. Chapters, Affinity Groups, and the Section Student Representative must be Active to be counted for quorum. Factors for being considered Active include having a current Chair, having submitted an Annual Report for the Last Year, and having attended at least four Section Executive Committee meetings in the last year. Newly elected members of the Section Executive Committee are considered Active.

Section 5.04

Meetings of the Section Executive Committee ordinarily shall be held monthly as agreed by the Section Executive Committee and shall be called by the Section Chair or by a request of any three members of the Section Executive Committee.

Article VI. Nomination and Election of Officers

Section 6.01

Elections for all officers shall take place every one or two years, in accordance with the term of office as defined by the Section.



IEEE Denver Section Local Operating Procedures
Ratified February 16, 2021

Section 6.02

The Section Chair shall appoint a Nominating Committee of three or more Section members not then officers of the Section. A member of the Section Nominating Committee who does not resign from the Committee prior to the meeting at which nominees are selected is not eligible to be nominated for any office to be filled by the Section ExCom. If available to do so, the immediate Past Section Chair will serve as Chair of the Nominating Committee.

Section 6.03

The duties of the Section Nominating Committee shall include the preparation of a slate of candidates recommended for the offices of Section Chair, Vice-Chair, Secretary, Treasurer (or Secretary / Treasurer), and such other members of the Section elected at-large, to be submitted for approval by the Section ExCom.

Section 6.04

The approved slate of candidates for elected office shall be communicated to the voting members of the Section not less than six weeks prior to the election date. In addition to the candidates nominated by the Section Nominating Committee, individual voting members eligible to vote in such election may nominate candidates by petition.

Section 6.05

Election shall be by IEEE VTools Voting and the vote certified by a Tellers Committee appointed by the Section Chair. The membership shall be notified by email of the procedure for voting in the election.

If only one nomination is made for an office, the election shall be declared by acclamation at a meeting of the Section general membership, or the Section Executive Committee.

Section 6.06

The timetable for this procedure is as follows:

- Appointment of Nominating Committee: no later than 1 August
- Announcement of Nominations/Call for petition candidates:..... no later than 15 September
- Submission of Slate of Recommended Candidates to Section ExCom no later than 15 October
- Close nominations by petition: no later than 15 October
- If required, a ballot shall be posted on the web prior to: 30 October

Section 6.07

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

Article VII. Finances

Section 7.01

Without prior authorization of MGA and/or the IEEE Executive Committee, Section funds can be used only for normal operations of the Section. Additional information is available from IEEE Financial Services Staff.

Section 7.02

All expenditures of Section funds must either be:

- In accordance with the Section Annual budget
- or

Approved in advance under the Schedule of Authorizations below. Funds in excess of the Section budget at least equal to the proposed expenditure outside of the Approved Budget must be available



IEEE Denver Section Local Operating Procedures
Ratified February 16, 2021

before authorizing such an unbudgeted expenditure. Also such expenditures must be approved at the next meeting of the Section Executive Committee.

Schedule of Authorizations

Amount	Authorization Required
\$0 - \$500	Section Chair
\$501 – 5% of Budget	Majority of Section Officers

Section 7.03

The Treasurer may only draw, disperse, or transfer funds that are approved by the Chair. In the event the Treasurer is unavailable, the Chair may draw, disperse, or transfer funds only approved by the Vice-Chair or in their absence the Secretary.

Section 7.04

The Treasurer shall prepare a Section Annual Budget for the upcoming year to be presented for discussion and approval by the Executive Committee at the last meeting of the calendar year. This budget shall balance Income and Expenses while factoring in a reasonable percentage of any available surplus income from the previous four years still available in the Section's accounts. The Treasurer is authorized to include in that budget a withdrawal of up to 5% of the Section Investment Account in order to produce a balanced budget.

In the event of a surplus of funds beyond what was budgeted at the end of a calendar year, the Treasurer shall reinvest those surplus funds in the Section Investment Account unless those funds are needed to be carried over to produce a balanced budget for the following year.

Article VIII. Subunits

Section 8.01

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

Section 8.02

Management of the subunit will be overseen by the Section and governed as detailed in these Local Operating Procedures and the MGA Operations Manual, Section 9. This shall include financial activity, elections and officer activities.

Section 8.03

Only those subunits that are wholly represented by the IEEE Denver Section or have been registered with the Denver Section as their Home Section are considered to be Subunits of the Denver Section.

Section 8.04

IEEE Denver Section shall provide each active subunit with an annual rebate based on objectives as defined in IEEE Denver Section Society Chapter-Affinity Group Rebate Policy. This document shall be published and made available to all subunits at the beginning of each year and shall outline the subunit objectives which are available to achieve specific rebate amounts from the Section.

As newly formed groups will not have the opportunity to be funded by an annual rebate during their first year, the Section Annual Budget shall include funding of up to \$1000 to support the startup year of any new groups.

Article IX. Review & Amendments

Section 9.01

These Local Operating Procedures shall be reviewed at least once every three (3) years by the Section Executive Committee.



IEEE Denver Section Local Operating Procedures
Ratified February 16, 2021

Section 9.02

Proposals for amendments to these Local Operating Procedures may originate in the Section Executive Committee or by a petition signed by 15 or more voting members.

Article X. Approvals

Approved by the Denver Section Executive Committee on January 16, 2018.

Chair: James Sipes

Secretary: Shibani Ghosh