

# IEEE Oman Section Executive Committee

## Local Operating Procedure Approved (4 July 2018)

This document outlines the Local Operating Procedures for the IEEE Oman Section. All members of the Section are expected to abide by the articles presented in this document, unless there is a conflict between this document and the Institute of Electrical and Electronics Engineers (IEEE) Bylaws, Constitution, IEEE Policy Manual, and Member and Geographic Activities (MGA) Operations.

### Article I: Name and Territory

**Item 1:** This organization shall be referred to as the IEEE Oman Section.

**Item 2:** The territory of the IEEE Oman Section covers the geographical location the Sultanate of Oman.



## **Article II: Management**

**Item 1:** The Oman Section is managed by the Executive Committee (ExCom).

**Item 2:** The ExCom consists of the following members:

- The Section Chair
- Vice Chair
- Treasurer
- Secretary
- Education Officer
- Technical Activities Officer
- Industrial Ambassador
- Student Activities Officer
- Membership Development Officer
- Awards Officer
- Young Professional Officer
- Publicity Officer
- Chairs of Chapters
- Chairs of Affinity Groups

**Item 3:** The ExCom is assigned with the following responsibilities

- Approving policies and procedures that operates the Section.
- Conducting Quarterly meetings to discuss issues, activities, and status of the Section. Meetings are called by the Chair of the Section.
- Minutes of meetings shall be circulated to all members of ExCom.
- Conducting elections for the ExCom posts.

## **Article III: Elections**

**Item 1:** The election of posts are organized – but not influenced – by the ExCom.

**Item 2:** Posts of officers are valid for 2 years.

**Item 3:** The ExCom will call for an election once a post is vacant.

**Item 4:** Members of Oman Section shall be involved in the election of Chair, Vice Chair, Treasurer, and Secretary.

**Item 5:** The election process/results and the current status of posts shall be transparent to all members of the Section, either through email or official website.

**The following notes are excerpts from MGA Operations Manual and Roberts Rules of Order.**

*“Section Management*

1. *The Section affairs shall be managed by an Executive Committee consisting of the elected officers. The number of voting members elected must be at least one greater than those appointed. Chapter and Affinity Group Chairs, as elected by their membership, are considered “elected” official, as is the Past Section Chair.*
2. *All Chapters and Affinity Groups in the Section shall have voting representation either individually or collectively on the Section Executive Committee, and the Subsection Chairs shall be ex-officio members with voting power.*
3. *Sections may have Student representation on the Executive Committee through appointment of one Student member and/or the Chair of the Section Student Activities Committee. It is recommended that every Section have a Section Student Representative (SSR), who is a voting member of the Section Committee, in Sections where there is at least one Student Branch.*
4. *A quorum is required for administrative meetings. A majority of the voting members the committee shall constitute a quorum. These meetings shall be conducted in accordance with Robert’s Rules of Order (latest version) as the standard parliamentary authority.*
5. *Reasonable efforts should be made to notify all members of Section meetings and activities. Methods of communication could be, but are not limited to, email distributions (in keeping with IEEE email policies), postings on Section Web sites, social media venues, or hard copy distributions.”*

**(MGA Operations Manual, Section 9.4.D)**

“

- a. *All officers shall be elected by Section members of Graduate Student Member, Member, Senior Member and Fellow Grade. Elections for all officers shall take place every one or two years, in accordance with the term of office as defined by the Section.*
- b. *The term of office for all officers shall be one or two years. A Section must define the officer term as one or two years and record it in its local operating procedures document; if the officer term is not recorded in the local operating procedures document, it shall be two year. An individual may continue in the position until a successor has been duly elected and takes office.*
- c. *The term of office shall normally be from 1 January through 31 December. IEEE CTS SR LOP: Management 6 Sep 2014 29 Aug 2015 Page 4*
- d. *The consecutive period of service in any one office shall normally not exceed four years. All officers shall not serve in any one position, in any single organizational unit, more than six years in total. Exceptions to this rule require approval by the Region Director who will annually report such exceptions to the MGA Board.*

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**(MGA Operations Manual June 20, 2015 , Section 9.4.F.7)**

*“All unit funds management must adhere to a fiscal year 1 January - 31 December except where government or banking regulations prohibit such a requirement such exceptions must be reported to the MGA Board through the Region Director.”*

**(MGA Operations Manual, Section 9.4.I.12)**

*“It is a fundamental principle of parliamentary law that every person who is a member of a deliberative assembly is entitled to one– And only one– vote on a question. This is true even if a person is elected or appointed to more than one position, each of which would entitle the holder to a vote. For example, in a convention, a person elected selected as delegate by more than one constituent body may cast only one vote. An individual member’s right to vote may not be transferred to another person (for example, by the use of proxie).”*

**(Roberts Rules of Order Newly Revised 11th Edition, Page 407)**

*“It is a fundamental principle of parliamentary law that the right to vote is limited to the members of an organization who are actually present at the time the vote is taken in a regular or properly called meeting...”*

**(Roberts Rules of Order Newly Revised 11th Edition, Page 423)**