

## **The IEEE Election Oversight Committee Position Description**

### **OVERVIEW:**

The IEEE Election Oversight Committee (EOC) is a Committee of the IEEE responsible to the IEEE Board of Directors and will assist in the IEEE adjudicating election-related matters in the IEEE Annual Election and other IEEE elections.

### **MEMBERSHIP:**

- Seven to thirteen members including a Chair, Vice Chair and if possible, the immediate past chair.

### **ELIGIBILITY:**

- At least three members shall have been previously elected using the IEEE Annual Election ballot system;
- At least one of the members must be a current or past member of the IEEE Tellers Committee;
- At least one of the members must be a current or past member of the IEEE Nominations and Appointments Committee.
- Individuals who are on the slate of the Annual IEEE Election; individuals who are petitioners for a position on the slate of the IEEE Annual Election; initiators of a Constitutional Amendment petition; individuals who serve on the IEEE Board of Directors; or IEEE Directors-elect are not eligible to serve.

### **TERMS OF OFFICE:**

- Members may be appointed for three-year staggered terms to ensure continuity;
- The Chair and Vice Chair shall serve one-year terms with reappointment permissible for up to three years of consecutive service;
- Members may be reappointed for additional terms but after six years of consecutive service must not be on the committee's roster for at least two years before they may be reappointed.

### **RESPONSIBILITIES OF THE CHAIR:**

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Provide leadership and assume ultimate responsibility for the timely fulfillment of all responsibilities of the Committee as defined and required by IEEE Governing Documents as Follows: The IEEE Certificate of Incorporation under New York State Not for Profit Corporation Law; the IEEE Constitution, IEEE Bylaws, notably Bylaws I-305 and I-307; IEEE Policies, notably Sections 13 and 14; IEEE Election Oversight Committee Operations Manual;
- Assure timely fulfillment of responsibilities of the Committee as defined and required by the IEEE Governing Documents and ad hoc responsibilities that may be assigned to the Committee by the IEEE President or IEEE Board of Directors;
- Identify and address needed improvements in the Committee's processes and operations;
- Represents the committee before the IEEE Board of Directors, and submit a year-end report;
- Provide a thorough and timely orientation for members of the Committee.

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- Serve as a mentor to members and new members to the Committee;
- Submit recommendations to the IEEE Nominations and Appointments Committee for next year's committee potential members;
- Process questions from candidates and others;
- Provide advice, guidance and interpretation of IEEE Bylaws, Policies, and other pertinent regulations (solicited or unsolicited);
- Assist in reviewing and processing election-related complaints and make recommendations to the IEEE President, the IEEE Board of Directors and other governing bodies and Organizational Units about proposed disposition of queries and complaints about candidates, petitioners and other volunteers or campaign activities;
- Make recommendations to the pertinent bodies on changes to related IEEE governing documents;
- Make recommendations on needs for education and information dissemination;
- Lead education and information dissemination campaigns regarding elections;
- Investigate and develop recommendations to the IEEE President and other leaders of organizational units when legal and ethical issues are referred to the Committee, including recommendations to disqualify a candidate or potential candidate;
- Accept and perform other relevant duties, as directed by the IEEE President or the IEEE Board of Directors.
- Work closely and effectively with members of the IEEE Professional Staff in fulfilling the above-identified responsibilities;
- Complete compliance training, as required by IEEE.

### **RESPONSIBILITIES OF THE VICE CHAIR:**

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- In the absences or incapacity of the Chair, the Vice Chair shall assume the duties of the Chair;
- Actively Participate in all EOC meetings and discussions;
- Accept and carry out such tasks and responsibilities as are assigned by the Chair in a timely manner. These may typically include:
  - Participate in orientation activities as requested by the Chair;
  - Review committee agendas and background materials prior to each meeting;
  - Review and draft candidate/petition/nominee disqualification report
  - Contribute to the development of the annual schedule of activities;
  - Chair and serve in ad hoc committees as appointed by the Chair;
- Complete compliance training, as required by IEEE.

### **RESPONSIBILITIES OF THE PAST CHAIR:**

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Provide continuity in Committee activities and decisions;
- Complete compliance training, as required by IEEE.

### **RESPONSIBILITIES OF COMMITTEE MEMBERS:**

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- Become familiar with the IEEE Election Oversight Committee Operations Manual and related sections of the IEEE's Bylaws, Policies and governing documents;
- Actively Participate in all EOC meetings and discussions;
- Accept and carry out such tasks and responsibilities as are assigned by the Chair in a timely manner. These may typically include:
  - Participate in such orientation activities as requested by the Chair;
  - Review committee agendas and background materials prior to each meeting;
  - Review and draft candidate/petition/nominee disqualification report
  - Contribute for development of the annual schedule of activities;
  - Chair and serve on ad hoc committees as appointed by the Chair;
- Complete compliance training, as required by IEEE.

### **QUALIFICATIONS AND SKILLS:**

#### **Knowledge**

- General familiarity with the IEEE's fields of interests, activities, mission, goals, needs, and direction;
- General familiarity with the functions of IEEE's Major Organizational Units;
- Knowledge of the workings of the Election Oversight Committee and its functions;
- Ability to understand IEEE complex elections and related processes;

#### **Experience**

- Experience relevant to the mission of the Committee, acquired either through volunteer activities in IEEE or in similar roles in other organizations;
- Experience in working within IEEE's operating culture of volunteer/staff partnerships or experience in other organizations that provide appropriate preparation for working in the IEEE culture;

#### **Personal Characteristics**

- Evidence of a high level of professionalism in prior IEEE volunteer roles;
- Strong communications and consensus-building skills;
- Ability to act with discretion and preserve the confidentiality of confidential information;
- Honesty, integrity, and adherence to high ethical standards.

#### **Additional Qualifications for Chair**

- Excellent leadership skills including the ability to motivate others; negotiate compromise and resolve differences; maintain positive working relationships and capability to set direction;
- Ability to productively interact with IEEE officers, Board members, other IEEE leaders and IEEE staff;
- Ability to facilitate and run meetings efficiently, including familiarity with parliamentary procedures.

### **ESTIMATED TIME REQUIREMENTS:**

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<b>Election Oversight Committee Chair</b>	<b>Estimated Time Required</b>
<b>Material and Agenda Review</b>	20 hours
<b>In-person Meetings (not including travel time)</b>	1-2 one day meetings
<b>Tele-conferences</b>	Periodic virtual/teleconference Committee meetings and standing calls with support staff; approx. 2-5 hours/month.
<b>Correspondence</b> (emails, drafting of items, etc.)	1-2 hour(s) / week
<b>Travel</b> (Does not include meeting time) *Travel time depends on meeting venue and location of committee members. <b>Alternate methods of participation may be arranged for those unable to travel.</b>	2 days/meeting; approx. 2 per year.
<b>Compliance Training</b> (as required)	4 to 6 hours

<b>Election Oversight Committee Vice Chair</b>	<b>Estimated Time Required</b>
<b>Material and Agenda Review</b>	20 hours
<b>In-person Meetings (not including travel time)</b>	1-2 meetings
<b>Tele-conferences</b>	Periodic virtual/teleconference meetings, additional calls as needed. Approx. 8 / year
<b>Correspondence</b> (emails, drafting of items, etc.)	1 hour /week
<b>Travel</b> (Does not include meeting time) *Travel time depends on meeting venue and location of committee members. <b>Alternate methods of participation may be arranged for those unable to travel.</b>	2 days/meeting; approx. 2 per year.
<b>Compliance Training</b> (as required)	4 to 6 hours

<b>Election Oversight Committee</b>	<b>Estimated Time Required</b>
<b>Material and Agenda Review</b>	10 hours
<b>In-person Meetings (not including travel time)</b>	1-2 meetings
<b>Tele-conferences</b>	Periodic virtual/teleconference meetings, additional calls as needed ; 8 / yar
<b>Correspondence</b> (emails, drafting of items, etc.)	2 hours / month
<b>Travel</b> (Does not include meeting time) *Travel time depends on meeting	2 days/meeting; approx. 2 per year.

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<b>Compliance Training</b> (as required)	4 to 6 hours

**REIMBURSED EXPENSES:**

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE Policies.

**STAFF CONTACT:**

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