

ELECTRICAL ENGINEERING®

" . . ET IN TERRA PAX hominibus bonae voluntatis"—a salutation timely, yet ageless—in Hope, fervent—and uttered here in a tongue as "non-national" as IEEE's.

YEAR'S END IS THE TIME for officers of IEEE's entities to review, take stock, and plan. . . The Future starts from where we are: "the Past is Prologue." . . The gains of 1967 remain to be consolidated, inched forward, in '68. . . President-elect Herwald, in a statement prepared for January IEEE Spectrum, foresees a deeper participation in IEEE affairs by individual members, and enhanced activities worthy of their dedication. . . From where we sit, no aid for January's planning more apropos than the "Check Chart for Committee Chairmen - Especially New Ones," devised by Blackmon. (Green Supplement, E. E. 11, June)

INCOMING IEEE OFFICERS, DIRECTORS,
A newly constituted IEEE Board of Directors (BofD) and Executive Committee (ExecCom) will take office January 4, 1968, replacing the present organization (see Box, p. 2)

On Nov. 2, '67, BofD declared that the following 9 Directors had been duly elected by the membership: S. W. Herwald, President 1968, (Director 1968-70, holds office of Past President 1969-70). . . L. C. Holmes, Vice President, Director,

1968. . . Two Directors-at-Large 1968-70: H. H. Heffner, C. F. Savage. Five Regional Directors 1968-69: Region 1 - H. R. Mimno, 3 - R. G. Elliott, 5 - W. T. Sumerlin, 7 - R. H. Tanner, 9 - F. A. Hawley.

The 9 named, plus the 6 Directors-at-Large and 4 Regional Directors hitherto elected by IEEE members for terms which include 1968 (see Box), will constitute the 19 Delegates to the annual Assembly Jan. 4.

Under Bylaws 201, 203, 301, the Assembly will elect 8 additional Directors for one-year terms, 1968. Two of the 8 will be elected Vice Presidents, Technical and Publishing; a third will be appointed chairman of the Educational Activities Board; a fourth, representing Region 10, will in '68 be serving his 2nd year of a **biennial** term.

These elections, and the Jan. 4 appointments to ExecCom and as Coordinators, will be reported in E. E. 15, Feb. '68.

"OPERATION GIT," sparked by IEEE Membership & Transfers Committee, officially signifying "Growth—Improvement—Transfers," "gits" underway in the Sections January 1. Campaign literature mailed to the Sections will beat Santa Claus over the back fence. Let's Git Going!

1967 YEAR-END RETURNS DUE. The annual Section financial return is due Feb. 1 on forms to be provided. In the United States these are vital to preparation of IEEE's consolidated Federal Information Return. . Statement of Policy #11-C requires Sections in Regions 7 to 10 also to submit financial reports, as of Dec. 31, by Feb. 15. . . By-law 407.9 requires a financial statement for 1967 from Student and Student Associate Branches in January. . . Check with the pertinent Manual now to see whether a report will soon be due from your Unit. . . For example, TA Manual, p. I-6 and Statement of Policy #9-B require appointees to Outside Organizations, for each year of appointment, to make a brief letter report summarizing activities. In most cases appointments are for calendar years.

NEW CHAIRMEN AND MEMBERS of Standing Committees for calendar '68 will be appointed by BofD and ExecCom on

Jan. 4 "in one fell swoop"—the one-day culmination of a nine-months' process started last April. See Elections & Appointments calendar on page Q of Statements of Policy: blue Supplement to E. E. 12, Aug. '67, "in your 3-ring binder;" also in Section and TA Manuals. (Copies, Emily Sirjane, Pat Corcoran)

To Groups, and to Sections on a calendar year: Are you geared to equally quick change of command each January?

To other Sections and Chapters: Have you set up machinery to accomplish the same objective around July 1? . . . Avoid confusion as new people move in.

CHALLENGES AND OPPORTUNITIES

NOMINATIONS FOR 1969 ELECTED OFFICERS. Forms for recommending candidates for 1969 President, elected Vice President, and Directors-at-Large are available. Deadline Feb. 1. Any IEEE member or Unit may submit names, qualifications. See Statement

COMPOSITION OF THE IEEE BOARD OF DIRECTORS
(Only Present Terms Shown)

DIRECTORS-AT-LARGE		REGIONAL DIRECTORS	
<i>Elected by members</i>		<i>Elected by Regional members</i>	
1 Walter K. MacAdam President	1967-69 1967 †	1 Seymour W. Herwald Vice President	1967
2 Hendley Blackmon Vice President	1967 1967 †	Technical Activities	1967 *†
3 Bernard M. Oliver Senior Past President	1965-67 1967	2 F. Karl Willenbrock Vice President	1967
Secretary	1967 *†	Publication Activities	1967 *†
4 William G. Shepherd Junior Past President	1966-68 1967	3 John V. N. Granger Treasurer	1967 *†
5 Floyd H. Knapp	1965-67	4 Guillermo J. Andrews Director Region 9	1967 *
6 John B. Russell	1965-67	5 Shigeo Shima Director Region 10	1967
7 Edwin L. Harder	1966-68		1967-68*
8 John G. Truxal	1966-68	6 Robert W. Gillette	1967
9 Harold Chestnut	1967-69	7 A. U. Lamm	1967
10 Edward E. David, Jr.	1967-69	8 J. Earl Thomas	1967
		9 George R. Town	1967

EXECUTIVE COMMITTEE	
MacAdam	
Oliver	Nominations & Appointments Education Admission & Advancement
Shepherd	Intersociety Relations
Blackmon	Sections Membership & Transfers Student Branches
Herwald	Technical Activities
Willenbrock	Publication Activities
Granger	Finance Employee Benefits
Knapp	Awards History
Chestnut	Bylaws Internal Communications Professional Relations

DIRECTORS EMERITUS	
Alfred N. Goldsmith	
also Editor Emeritus	
Haraden Pratt	
Elgin B. Robertson	

*Elected by the 1967 Assembly to these positions.
†Corporate Officers.

III-B -- RULES OF ORDER

The Informal Note. Sometimes, it seems, there is little relationship between the exactitudes of parliamentary procedures and the way most IEEE committee meetings are conducted. This is not to be deplored. Even parliamentary authorities nowadays encourage wide departures from Rules of Order in small meetings in order to increase the rapport among members and, through it, to speed accomplishment. Even Motions, Seconds, and formal Ayes and Noes, they say, may be dispensed with.

Yet, the Chair is careful, at the conclusion of an Agenda item informally dealt with, to summarize those "findings-by-consent" and to obtain his affirmative nods, point by point, so that the Secretary's Minutes may present a true report for absentees, refresh the memories of those who participated, and constitute a frame of reference for administrative action.

Informal procedure within the milder restraints of Rules of Order is the subject of a compact book which has commended itself to the editor of E. E. : "The Conduct of Meetings," G. H. Stanford. Oxford University Press, Toronto, 1964, 88 pages. It is well worth scanning at the public library.

Why Dig Deeper? With all this approved informality, why, then, a presentation, which follows, of The Motions, which are the backbone of more formal procedures? A good question, with six answers:

First, because even in small meetings, unanimity is not found on all questions. Where issues are controversial, and when, in discussion, two sides emerge, a question ought to be framed as a Motion, both to keep the issues within bounds and to save time. In such exigencies, the Chair's and a few members' knowledge of the basic Rules of Order will assist the education of all the members.

Second, because members do move from small committees to larger ones and sometimes to boards with fiscal and legal responsibilities requiring conformity to Standing Rules and supplemental Rules of Order. And the greater the number of deliberators, the greater the need for a delicate balance between freedom of expression and restraint of the abuses of privilege. Such a balance is one of the purposes of parliamentary law. IEEE's highest boards and committees operate under such general codified Rules of Order in matters not covered explicitly by IEEE rules.

Third, because committee members have rights though absent, and Rules of Order protect absentees from having their rights forgotten by those present.

Fourth, because actions taken by committees have to coincide with policies residing in documents of higher order, such as Constitutions, Bylaws, and Standing Rules, all of which the Rules of Order protect and with which they interlock.

Fifth, because a chairman, when confronted with a committee-member "whiz kid" well grounded in parliamentary practice, ought to know enough of the subject to maintain control of the meeting.

Sixth, because engineers, more and more, are taking their places in government, with its parties and factions. As members move into the political and legislative arena where "marbles are played for keeps," they can well find themselves out-foxed if they are ignorant of Rules of Order. IEEE can be a training ground of sorts.

Rules of Order, Codified. Each important committee adopts Standing Rules by which the Chair governs, and its members conduct, meetings in an orderly, expeditious manner. Most Standing Rules contain a clause which provides that, in parliamentary situations not covered by them, the provisions of a standard named work shall govern.

"Cushing's Manual of Parliamentary Practice," "Sturgis Standard Code of Parliamentary Procedure," and "Robert's Rules of Order Revised" (abbreviated "ROR" herein) are often cited. Because the IEEE Board of Directors, Executive Committee, and Technical Activities Board tie themselves to Robert, that work is made basic to the treatment which follows. ("Robert's Rules of Order Revised," H. M. Robert. 75th Anniversary Edition, 1951, Scott, Foresman & Co., Glenville, Ill. 326 pp., 10x15x1.5 cm, \$3.75 .)

It should be understood that this article has no reference to or standing in the three IEEE organizational units named above. They have parliamentary resources not available to IEEE's lesser units.

More satisfactory than any form of digest of the type presented here is ROR itself. Units sometimes purchase copies of ROR or the other compilations they adopt, to be passed in succession to chairmen and vice chairmen. ROR contains, among other things, copyrighted tabulations, of constant and instant value to a presiding officer, showing for each Motion its classification (Subsidiary, Privileged, Incidental) by pattern of handling; whether it is or is not debatable or amendable; whether it must be seconded; whether it is out of order under certain circumstances; what its precedence (or "priority") is in relation to other motions; may be debated at the same time; and whether it requires a majority or a two-thirds vote.

Rules of Order other than Cushing, Robert, and Sturgis govern assemblies outside the United States, in appropriate languages. Agencies of United Nations in which IEEE units and representatives participate, such as CCIR, CCITT, CGPM, CIGRE, IEC, IFAC, ISO, ITU, URSI, WPC have still different forms of Motions and Rules of Order.

Arrangement of this Compilation. Motions are first arranged by Purpose, under such center headings as "Purpose A - TO OBTAIN RECOGNITION OF THE CHAIR," "Purpose B - TO MAKE A MAIN MOTION," "Purpose C - TO MODIFY OR AMEND," etc.

Under each center heading are side headings, usually couched in the terminology used in ROR, for convenient back-and-forth comparison. Serial numbers against the side headings (like C. 1. Leave to WITHDRAW or MODIFY a Motion (ROR p 100) link the Motion to its purpose (C - TO MODIFY OR AMEND) and to page 100 in ROR where the many omitted particulars may be looked up.

The distinctive device employed in this work is to present each Motion as a dialogue between the member (Mr. X :) who makes the Motion and the Chair (Ch:) who directs the debate, puts the Questions to vote, and, perhaps most importantly, tells the members what is going on and what the results of Aye and No votes will be. This type of presentation may not be available elsewhere. The Editor of E. E. hopes it will give committee members and chairmen confidence that, when they are guided by the model, what they say will be pretty much "according to Robert."

T H E M O T I O N S

Purpose A. TO OBTAIN RECOGNITION OF THE CHAIR

- A. 1. When no other Member has the Floor (ROR p 27) Member A (rising or holding up hand): "Mr. Chairman!" The Chair (Ch): "Mr. A."
- A. 2. Simultaneous requests for Recognition (ROR p 28) A, B, C: "Mr. Chairman!" Ch: "Messrs. A, B, C will speak in that order. The Chair recognizes Mr. A." . . "The Chair now recognizes Mr. B." etc. (Note: Special situations, ROR p 28, favor: the member responsible for the Motion; one who presents a committee's report; one who has not yet spoken on the Motion; members for and against, alternately.)
- A. 3. Recognition by Vote of Assembly (ROR p 31)
(On Chair's initiative or upon Appeal from Chair's decision)
Ch: "The Chair will be directed by the assembly on choice of next speaker, between Messrs. R and S, both of whom have claims

on our attention. The Secretary will count hands. All those in favor of Mr. R to speak first, say Aye. . . There were eight hands. . . Those in favor of Mr. S to speak first, say Aye. . . There were eight hands, a tie. The Chair recognizes Mr. S."

- A. 4. Recognition of a member to Interrupt Speaker (ROR p 32) E :
"Mr. Chairman, I rise to a Question of Privilege (Request for Information, Parliamentary Inquiry - same). Ch : "Mr. E. will state his question."
E "We cannot hear the speaker." Ch : Mr. R. will please repeat, and raise his voice so all may hear."
- A. 5. Non-Recognition of a member validly interrupting another (ROR p 32)
F : "Mr. Chairman, I Object to the Consideration of this Question."
Ch : "The member will reserve his Motion until Mr. A has finished his remarks." F : "I now Rise to a Point of Order." Ch : "The member will state his point." F "Robert permits interruption of a speaker, as I did, to Object to Consideration." (See Note, below.) Ch : Robert also permits the Chair to rule against a technically permitted interruption when he does not consider it sufficiently urgent. The Chair so rules, and will recognize Mr. F when Mr. A has finished. Mr. A will proceed."
(Note: ROR p 32 lists 7 motions technically capable of seizing the floor from a speaker. In IEEE, where speeches are short, Line A. 5, above, might be followed if the Chair so elects.)
- A. 6. Unauthorized Interruption. Appeal. (ROR pp 31,32) G (interrupting):
"I move to Lay on the Table." Ch : "The member is Out of Order on a Motion to Lay on the Table until recognized by the Chair after Mr. A yields the floor. Mr. A may proceed." G : "I ask General Consent to present my Motion." Ch : "Mr. G appeals for unanimous consent to move to Lay on the Table. All who consent say Aye. . . Opposed, say No. . . (Alternative A) The Chair hears a No. Mr. A may proceed. (Alt. B) The Motion to Lay on the Table has been authorized with General Consent, that is, adopted unanimously. The Question may be Taken from the Table later today. If it is not, it will appear in forthcoming Agenda. Unlike Postpone Indefinitely, a Motion to Lay on the Table is not a device to get rid of it."

Purpose B. TO MAKE A MAIN MOTION

- B. 1. Original MAIN MOTION (ROR pp 26, 33, 52) A : "I Move that. . ." (or)
"I Move the adoption of the following Resolution" (ROR p 33).

- B. 2. SECONDING a Motion (ROR pp 27,36) (Alt. A) B : "Second."
(Alt. B) Ch : "Do I hear a Second? . . (Pause) . . For want of a Second the Motion will not be acted upon. Next business is . . ." (Alt. C) Ch : "In a small meeting, or at the discretion of the Chair unless appealed, it is permissible to dispense with Seconds and we shall so proceed (ROR p 36). Are you ready for the Question?"
- B. 3. COMPLEX Main Motion Ch : "So phrased, the Chair is at a loss to State the Question. Will the member please reduce his Motion to writing and furnish the Chair a copy? Meanwhile, unless there is objection, we shall proceed. . . There being no objection, next business is . . ."
- B. 4. Members suggest MODIFICATIONS of Motion (ROR p 26) C : "I suggest changing to ." A (who made the Motion): (Alt. A) "I accept the change." Ch : "The Seconder may withdraw his Second or let it stand (ROR p 27). . If withdrawn, the modified Motion will require a new Second " (Alt. B) A : "I do not think the suggestion improves the Motion." Ch : "The original form of the Motion, then, will be stated by the Chair, and modifications may be made by Amendment. The Question remains that . . ."
- B. 5. The Chair REPHRASES an Awkward Motion D : "I move that we do not go on record as refusing to support Group 36's exclusion of XYZ as a non-contributing supporter of UVW Conference." Ch : "To avoid ambiguity, the Chair will restate the Motion, thus: 'that XYZ be accepted as a non-contributing supporter of the UVW Conference.' (end of motion) However voted upon, the record will speak for itself. Those wishing to ratify Group 36's action will vote No. I repeat the Question now pending: (repeats). Are you ready for the Question?"
- B. 6. Mover WITHDRAWS his Motion (ROR p 26) A : "I Withdraw my Motion." Ch : "Since the Question has not yet been stated by the Chair, the Motion is Withdrawn. If the Seconder wishes to make the same Motion on his own behalf he may now do so with another Seconder. . . (pause) . . The Motion is Withdrawn."
- B. 7. Main Motion ruled OUT OF ORDER: Example a - While another Main Motion is pending (ROR p 51) M : "I move that . . (a Main Motion) . ."

Ch: "The Motion is Out of Order. Only one Main Motion may be before the assembly at any time. The pending Question has not yet been called to vote or otherwise disposed of. On the Motion now pending, that . . . , are you ready for the Question?" Example b - When substantially the Same Question has already been disposed of (ROR p 171) N: "I move that . . . (old Question in guise of a new one) . . ." Ch: "The Motion is Out of Order for the remainder of this meeting since substantially the same Question has already been disposed of. You may arrange with the Secretary for an appropriate entry in the Agenda for next meeting." (See Purpose F.)

- B. 8. STATING the Question Immediately Pending (ROR pp 26 38)
Ch: "It is moved and seconded that . . . (quoting) . . ." or "to adopt the Resolution reading. . . (quoting). . . Are you ready for the Question?" (Note: Chair may elect to explain, once and for all, that: Once the Chair has Stated the Question, it becomes the Immediately Pending Question before the assembly; also, that the query 'Are you ready for the Question?' whenever used by the Chair, throws the Question open to Amendments, other Secondary Motions, and debate. The query is not used whenever the Question is non-amendable or undebatable. The query is repeated after debate. Members respond by demanding "Question!" Thereupon the Chair Puts the Question to vote.)
- B. 9. PUTTING THE QUESTION to Vote. Ch: "Are you ready for the Question? . . . (pause) . . . On the Question . . . (quoting) . . . Those in favor say Aye. . . Those opposed say No. . . The Ayes have it and the Motion is adopted. (or) The Noes have it and the Motion is lost . . . Next order of business is . . ."
- B.10. VOICE VOTE is in doubt. (Alt. A) Ch: "The Ayes appear to have it . . . (waiting for call for Division of the votes) . . . The Ayes have it. The Motion is adopted." (Alt. B) Ch: "The Chair is in doubt on the voice vote. The Secretary will count a show of hands (or rising vote); members desiring to change their votes may do so (ROR p 193) . . . All in favor, raise the hand (or rise) . . . Lower (or be seated) . . . All opposed, raise the hand (or rise) . . . The vote is 9 Ayes, 8 Noes. The Motion is carried." (Note - A decision requires a majority: more than one-half of the Aye-and-No votes cast by voting members, ignoring blanks or "abstentions," a quorum being present. (ROR p 191) (Alt. C) Ch: "The Ayes appear to have it . . . (pause). . . Members: "Division!" Ch: A separation into Ayes and Noes by tally is demanded. The Chair will be guided by the assembly's wishes. You may have a standing vote, with names recorded by the Secretary, or a secret, paper ballot (ROR p 190). All in favor of a standing vote raise the hand while the Secretary counts . . . Lower . . . Those in favor of a secret ballot raise the hand . . . Lower . . . The vote being 12 to 8, we shall proceed with a standing vote.
- B.11. CHAIR Breaks or Makes a TIE. (Alt. A) Ch: "The vote is 6 to 6. a tie which would cause the Motion to fail for want of a majority. However, the Chair exercises his right to vote and casts an Aye vote. The vote is 7 to 6 in favor and the Motion is carried." (Alt. B.) Ch: "The vote is 6 Ayes and 5 Noes - the Motion would be passed by a narrow majority which, in the opinion of the Chair, is undesirable in this case. He casts a No vote.

The vote is a tie and the Motion fails. (Alt. C) Ch: "The vote is 6 Ayes and 5 Noes. The Chair waives his right to vote, and the Motion is carried."

- B.12. TWO-THIRDS Vote Required (ROR p 204) Ch: "Decision on this Motion (not a Main Motion) requires at least two-thirds of the votes cast, ignoring blanks and "abstentions," a quorum being present; that is, the number of winning votes must be equal to or exceed twice the number of losing votes . . . Are you ready for the Question? . . . (pause) . . . The Secretary will tally Ayes and Noes . . . All in favor, rise. . . Be seated . . . All opposed, rise . . . Be seated . . . Out of 17 votes cast, 11 were Aye and 6 No." (Alt. A) Ch: "The Ayes failed to poll two-thirds and the motion is lost." (Alt. B) Ch: "The Chair exercises his right to vote and casts an Aye vote; out of 18 votes cast, 12 are Aye and 6 No. The Motion is adopted."
- B.13. RECEIVING Committee Reports (ROR p 220) (Alt. A) Ch: "The Secretary has received and circulated with the Agenda the report of the ___ Ad Hoc Committee. No Motion is required to Receive a Report; it will be noted in the Minutes under 'Reports of Committees.' However, a Motion and vote are required to Adopt the Recommendations (Resolutions). (We shall avoid the ambiguous word Accept the Report, which is neither to Receive or Adopt.) (Alt. B) H: "As chairman, ___ Committee, I report on ___ as follows: (reads). Ch: "Will the views of a minority be communicated? (ROR p 216) . . . (pause) . . . If not, the Chair is ready to hear a Motion to Adopt the recommendations of the report." (Alt. C) Ch: "We are ready to hear the minority views and Motions." (Alt. D) Ch: "The minority views were circulated with the report, as information. (ROR p 222). The Chair is ready for a Motion in behalf of the minority."
- B.14. ADOPTING Committee Reports (ROR pp 216 222) (Alt. A) N: "I move that the recommendations of the minority be substituted for the recommendations of the committee's report." "Second." Ch: "The Question is on the substitution. . . (etc., repeats) . . . If voted affirmatively, the minority's recommendations, as they may be amended, will be Adopted; if the Noes have it, the minority's views will be Rejected; another Motion may then be made to Adopt or otherwise dispose of the committee's report. Are you ready for the Question on substitution?" (Alt. B) L: "I move to Adopt the report." Ch: "This Motion, unless Amended, implies adoption of the recommendations without change. Are you ready for the Question?" (Alt.C) M: "I move to Lay the report on the Table (Recommit, Postpone Consideration, etc.) (Cf. Purpose E Motions.)
- B.15. Amending STANDING RULES (ROR p 269) G: "I move we amend Bylaw 2.2 relating to rights of Affiliates in this Group; specifically that . . . (details) . . ." "Second." (Alt. A) Ch: "The Chair reminds AdCom members that they may not contravene the Activities Manual, Sec. III-D on 'Group Affiliates' and 'Affiliation Policies.' The Group's Bylaw 2.2 on Affiliates, (being patterned after the ExecCom-Approved Model Bylaws

for Groups) conforms to IEEE Bylaws. The Group's Bylaw 2.2 may be amended, under Art. IX of our Group Constitution by 2/3 vote of AdCom members present (whether voting or not) at a meeting; but subject to one week's prior mailed notice (a stipulation which in this case has not been met), also eventually to the IEEE General Manager's approval. In view of the provisos, may I suggest that Mr. G carefully draft his Motion for mailing out with the Agenda for next meeting; and if it involves a departure from the TAB Manual, that it be cast in the form of a Resolution from this Group to TAB. TAB is the proper body to petition ExecCom for a policy change . . . If there is no objection we shall so proceed. (Alt. B) Ch : "Motion may be made on adoption of a Resolution to TAB which the chairman has studied and believes to be in order. What is your pleasure?"

- B. 16. ADJOURN at or to a Future Time (ROR p 63) J : "I move that we plan to Adjourn no later than 4:30 p.m." "Second." Ch : "Since this Motion to Adjourn is qualified and is not for the purpose of peremptory adjournment, the Motion is in order as a Main Motion (ROR p 63; also cf. Line G. 6) . . . Are you ready for the Question?" (Note: Same treatment for non-peremptory motions. Take a Recess (ROR p 65; Line G. 5), Commit or Refer (ROR p 132; Line E. 5), Limit or Extend Debate (ROR p 120; Line H. 5) .

Purpose C. TO AMEND OR MODIFY

- C. 1. Leave to WITHDRAW or MODIFY a Motion (ROR p 100) A : "I request leave to Withdraw (or Modify) my Motion." Ch : "This Motion, without a Second, is in order because the assembly's consent to Withdraw or Modify is necessary between the time the Question was first Stated by the Chair and the beginning of voting. (Cf. Line B. 6). Is there any objection to Withdrawing or Modifying the Question? . . . (Alt. A) Ch : "I hear no objection. The Motion is Withdrawn." (Alt. B) Ch : "I hear one objection (or the Secunder objects). The assembly will decide without debate. All in favor of permitting Withdrawal say Aye. . . (etc.) . . . The Ayes have it; the Motion is Withdrawn (or the Noes have it; the Motion stands; the Question pending is ___." (Alt. C) A : "I request leave to change my Motion to incorporate the Amendment just offered." Ch : "In the absence of objection . . . (pause) . . . the Question is so Modified. (Alt. D) C : "I object." Ch : "Since there is objection, the Amendment will be brought to vote. It is ___." Are you ready for the Question?"
- C. 2. SECONDING a Withdrawn Motion (ROR p 172) B : "As Secunder of the Motion just withdrawn, and with deference to Mr. A who made it and later disassociated himself, I renew the Motion on its merits and ask for a Second." (ROR p 171) also see F. 5). D : "Second." Ch : "Ordinarily a Main Motion can not be reintroduced in the same session without substantive change. This Question, however, had not been put to a vote when it was Withdrawn, hence its renewal is in order. Are you ready for the Question?"

- C. 3. Modifications by AMENDMENTS (ROR pp 134ff) P : "I move to Amend by adding (or striking out) the word (s) ___ after ___, making it read ___." "Second." Ch : "The Chair will summarize the rules regarding Amendments: Most Motions, Main and other, may be Amended; if any are not amendable the Chair will so rule (ROR p 146). This Main Motion, like all Main Motions, may be debated, and may be modified by first-degree Amendments, to be offered and disposed of one at a time. Any first-degree Amendment may be debated and modified by second-degree Amendments, to be offered, debated, and disposed of one at a time. Second-degree Amendments of the pending first-degree Amendment will be disposed of first. Next, the first-degree Amendment-as-amended will be disposed of, clearing the way for another first-degree Amendment and its Amendments; and so on, until no more first-degree Amendments are offered. The Main Question may then be put. I have said "disposed of" rather than "voted upon" because Amendments, like Main Motions, are subject to overriding Subsidiary and Incidental Motions which may take priority over bringing Amendments to vote. . . . In this instance, Mr. P has moved to Amend by adding ___ (etc.) Are you ready for the Question on (first-degree) Amendment? . . . All in favor say Aye . . . (etc.) The Amendment is adopted and the Question now reads . . . Are there any other Amendments? . . . (pause) . . . Are you ready for the Main Question?" . . . etc. (Alt. A) Q : "I move to Amend by adding a proviso clause to the effect that . . ." Ch : "The Chair rules that the proviso clause so stated is not germane to the Motion it is intended to Amend, hence is Out of Order (ROR pp 135 136 143). New subjects or "riders" may not be introduced in the guise of Amendments. The gentleman should offer his idea at a proper time as a Main Motion."

- C. 4. "Third-Degree AMENDMENTS" (ROR p. 135) R : "I move a modification in the Amendment-to-an-Amendment now being debated. . . ." Ch : "The gentleman is Out of Order. No "third-degree" Amendments are allowable. . . . As an equivalent, in similar past situations, members have quite properly gone on record during the debate of a second-degree Amendment that they intend to vote No, and if the Amendment is rejected they will introduce a different second-degree Amendment reflecting the views expressed, or reading so-and-so. . . That course is open here."

- C. 5. Amendment by SUBSTITUTION (ROR pp 134, 140ff) S : "I move, for the entire Main Motion (paragraph of the Resolution, beginning with the words ___, etc.), substitution of the following: "That . . . etc. " "Second." Ch : "Since the Main Motion has no Amendments pending and the proposed Amendment to Substitute is germane, the Amendment is in order and presents an alternative to the original Main Motion. Parliamentary procedure provides that both may now be "dressed up" by Amendment to present their best aspects. The Chair will first ask for and act upon any (further) Amendments to the Main Motion (as now Amended), from its friends, in view of the proposed Substitution. . . (pause) . . . Hearing none, the Chair now asks for any Amendments to the wording offered in Substitution. . . (pause) . . . All offered Amendments to both versions having been discussed and voted upon, the Chair will now put the Question of Substituting the proposal for the original Main Motion. An Aye vote is for

the substitute, a No vote is for the original. Since both versions have been debated and perfected, the vote to be taken is the final one on this Question. All in favor, say Aye. . . Opposed, say No. . . The Ayes have it; the substituted wording is adopted."

C. 6. DIVISION of a QUESTION (ROR p 89) T : "I move that the Question be divided, each part to be considered separately." Ch : "You are privileged, as part of your Motion to Divide, to specify the parts, but each part must be capable of standing alone if the others are removed. . . (pause) . . Since the Mover does not specify, we shall Consider Informally, arranging the Division by General Consent. . (Discussion) . . Two proposals have evolved: one, to Divide into two Questions, the other, to Divide into four Questions. The Chair will put the Question as to Dividing the Question into four parts: those in favor say Aye. . . Those opposed say No . . . The Noes have it. Those who are not in favor of a Division of the Question should vote No on the next Question: Shall there be a Division of the Question into two parts? Those in favor say Aye. . . Those opposed, say No. . . (Alt. A) The Noes have it. The Main Question (repeats it) is before the assembly. Are you ready for the Question? (Alt. B) The Ayes have it. Part 1 is before the assembly (repeats it). Are you ready for the Question? . . . (After voting, Part 2, similarly.)

C. 7. FILLING BLANKS (ROR p 148) U : "I move that we Amend by the process of Filling Blanks, as to: (1) the date effective, (2) the number of persons to be named, (3) the amount to be authorized, and (4) the names of persons to be made responsible." Ch : This may be quicker than proceeding by Amendments. Unless there is objection, the Secretary will record the alternatives, as they are made, without Seconds, on each of the items named and in the order named. . . Vote will be by count of hands, and the Chair may elect to break a tie. . I hear no objection. First blank to be filled is the date effective. What are your proposals? . . (Three are suggested) . . . The Chair will now put to vote first the most distant date, and will proceed until some date receives a majority, then stop. . . (Fills in date) . . . On the number of persons to be named (and the amount to be authorized) we shall first vote on the largest number proposed (largest amount proposed), reducing, and proceeding as before. . . (Fills in number, or amount). . . On names of responsible persons, the first name to be voted upon will be the first one to be proposed, and so on until enough persons to fill the blanks have received a majority. If any named are present, they should not, through modesty, fail to vote for themselves, out of respect for their backers who need the votes.

Purpose D. TO SUPPRESS THE QUESTION

D. 1. OBJECT to CONSIDERATION (ROR p 87) V : "I Object to Consideration of this Main Motion." Ch : "Objection is in order, because it has been moved before debate and amendment, and Mr. V : was within his rights to

take the floor to make this Motion. It does not require a Second. The Chair will put the Question in the affirmative: "Shall the Main Motion be Considered?" Objectors to Consideration should vote No; a negative vote of 2/3 of those voting is required to suppress the Main Motion during this session. . . Shall the Main Motion be Considered? Those in favor of considering the Question, say Aye. . Those objecting to consideration, say No. . . (Alt. A) There being less than 2/3 opposed, the Objection to Consideration is not sustained and the Question is on the Main Motion. Are you ready for the Question? (Alt. B) There being 2/3 opposed, the Objection to Consideration is sustained. The Question may be introduced at any subsequent session, but unlike the Motion to Lay on the Table, it will not automatically be placed on future Agendas; it may be, by request. . . Next order of business is . . ."

D. 2. PREVIOUS QUESTION (ROR pp 48 52 111ff.) W : "I sense that, after this lengthy consideration of the much-amended pending Main Question, more than a majority would like to resolve it by voting, one way or the other. I move the Previous Question on the Main Motion as Amended and all pending Amendments." Ch : "The purpose of the Previous Question is to close debate at once. Do I hear a Second?" ("Second.") Ch : "The Previous Question is unamendable and undebatable, and the Main Question may not be further discussed until the Previous Question has been voted upon. It requires a 2/3 affirmative vote to take effect, and once voted upon cannot be Reconsidered. If it is voted upon affirmatively by count of hands, the Chair will then put the Main Question as Amended, then the Amendments now pending, for adoption or defeat by a simple majority. . . Question is on adoption of the Previous Question. The Secretary will count the hands. Those in favor, say Aye. . Those opposed say No. (Alt. A) There are 9 Ayes and 3 Noes. The Ayes have the Necessary 2/3 vote. The Main Motion now reads: (quotes); the first-degree Amendment pending reads: (quotes); the second-degree Amendment pending reads: (quotes). Without further debate or Amendment, those in favor of the second-degree Amendment, say Aye. . (etc.) . . The first-degree Amendment now reads (quotes) . . Those in favor, say Aye . . (etc.) . . The Main Question as Amended now reads (quotes) . . Those in favor, say Aye. . (etc.) . . The Noes have it and the Motion is defeated." (Alt. B) Ch : "There are 7 Ayes and 5 Noes on the Previous Question, which is lost. Debate and amendment may continue on the pending Question. Are you ready for the Question?"

D. 3. POSTPONE INDEFINITELY (ROR p 152) F : "I move that the Main Question be Postponed Indefinitely." Ch : "The object of this motion is either to reject the Main Question without incurring the risks of a direct vote - a sort of straw-vote of strength for opposers of a Motion who are not sure they have a majority - or to dispose of a Motion which might be embarrassing whether adopted or rejected. It is not amendable but is debatable and opens the Main Question to debate at the same time.

Adoption of the Motion to Postpone Indefinitely suppresses the Main Question for this meeting unless brought up on a vote to Reconsider . . . Are you ready for the (unamendable) Question? . . . Those in favor of Postponing Indefinitely the Motion to _____, say Aye . . . those opposed, say No. (Alt. A) The Ayes have it. The Motion to Postpone indefinitely is carried. Next order of business is . . . (Alt. B) Ch: "The Noes have it. The Motion to Postpone is lost. The pending Question is Are you ready for the Question?"

Purpose E. TO DEFER ACTION ON A QUESTION

- E. 1. POSTPONE to a Certain Time (ROR p 121) G: "I move to Postpone Consideration of the pending Main Motion until reconvening following mid-afternoon recess." Ch: "The Chair finds that the Motion is in order. It takes precedence over any Motion to Amend, Commit, or Postpone indefinitely. Are you ready for the Question?"
- E. 2. LAY ON THE TABLE (ROR p 104) H: "I move that the amended Main Question and pending Amendment be Laid on the Table." Ch: "Since this Question was Taken from the Table and no progress has been made on it, the Motion is Out of Order." (Alt. B) Ch: "The Chair finds the Motion in order. Its purpose is to permit the assembly to take up more urgent business. If adopted, the Motion may be Taken from the Table during this meeting; if that is not done, the Motion will come up on the Agenda for next meeting. If the Motion to Lay on the Table is lost, consideration of the pending Question will be resumed. I now put the Question to Lay on the Table. Those in favor say Aye." etc.
- E. 3. Make SPECIAL ORDER of Business (ROR p 73) J: "I move, as a Special Order of business, to receive a delegation from _____ at 11 a. m. on the day of our next meeting, and to postpone the pending Question until after the delegation's departure." Ch: "The Chair finds the Motion to be in order. Since it freezes the Agenda of our next meeting in one particular it requires a 2/3 affirmative vote by count of hands. . . Are you ready for the Question?"
- E. 4. RECONSIDER AND ENTER ON MINUTES (ROR p 167) K: "I move to Reconsider the vote on the Resolution to _____ and have Entered on the Minutes." Ch: "This Motion out-ranks a Motion to Reconsider and is in order because no vote on a Motion to Reconsider has been announced by the Chair . . . Motion to Reconsider and Enter on Minutes is to forestall at this meeting a Motion to Reconsider a vote already taken. This motion is not amendable, but it may be debated, together with debate on the Question to be entered on the Minutes. Its passage will insure notification to absentees that the Question will come up on next meeting's Agenda. In the meantime it suspends all action required by the vote it is proposed to Reconsider and have entered on the Minutes. . . Are you ready for the Question?"

- E. 5. COMMIT or REFER (ROR p 125) L: "I move to Refer this Main Question to a committee." Ch: "It is desirable, if you care to, that you name or describe the committee proposed, thus shortening debate." L: "I move to Refer to an AdHoc Committee of Five, to include the chairman of _____ Group, to be appointed by the Chair and to report not later than our September meeting." "Second." Ch: "This Motion takes precedence over Postponing Indefinitely and over (further) Amendments to the Motion. Its purpose is to prepare the Motion (or perfect it) to better advantage that this assembly can undertake, and to have it ready for our August or September meetings. In the judgment of the Chair, changes of detail in Committing can be accomplished better by Amending than by Filling Blanks (Line C.7.) . . Are you ready for the Question?"
- E. 6. APPOINT A COMMITTEE to Consider and Report (ROR pp 96 129) Ch: "The Chair would appreciate it, in this somewhat delicate matter, if the assembly would choose the Committee of Five and its chairman by Nomination and Election from the floor. Nominations are in order. They require no Seconds. Voting will be by raised hands, in the arder that Nominations were made, until five have been elected by majorities." M: "I nominate Mr. A." N: "I nominate Mr. B." O: "I nominate Mr. N." M: "I nominate Mr. C." etc. Ch: "We have seven nominations for five places. . The Secretary will count the hands. . Each member should vote Aye for the names he favors and should vote No on the remaining ones, with no disrespect implied. Members nonimated should vote for themselves, in fairness to their supporters. . . Question is on the election of Mr. A. All in favor of Mr. A, raise hands, (lower); those opposed, raise hands. . Mr. A, has 2 affirmative, 6 negative, and is not elected . . . All in favor of Mr. B, raise hands; opposed, raise hands . . . Mr. B has 7 affirmative, 1 negative, and is elected . . (etc.). . Those elected are Messrs. B, C, G, M, N. Next question will be election as chairman." O: "Since no negative votes were cast against Mr. N, I nominate him for chairman." C: "The same observation applies to Mr. M. I nominate him." E: "I move the nominations be closed." Ch: "If anyone else wishes to nominate, let me see his hand; otherwise we shall vote. . . The Motion to Close Nominations requires a 2/3 vote. All in favor of closing nominations, raise hands . . Those opposed, raise hands. . . The vote is unanimous; nominations are closed. The nominees are Messrs. O and N. Vote will be on each in that order, Ayes and Noes, and the one receiving the most affirmative votes will be chairman. . All in favor of Mr. O, raise hands. . opposed, raise hands. The vote is 4 votes for and 3 against. . All in favor of Mr. N, raise hands. . opposed, raise hands. The vote is 6 votes for and 2 against. It was entirely proper that some members changed their votes; that may be done until the result is stated. . . Mr. N will be chairman. (Note: The foregoing procedure should be followed in making nominations from the floor and elections to any office not otherwise provided for by Bylaws; etc., such as mailed and written ballots.)

E. 7

RECOMMIT to Committee (ROR pp 125 130) P: "I move to Recommit to the Technical Program Committee, in view of this assembly's discussion of possible merit in paragraph 2, only, of the minority's views." Ch: "This Motion takes precedence over any (further) Amendments at this time, and represents a concession by this assembly that the Technical Program Committee, despite its record of disagreement on its initial report, is better equipped than we are, here to examine this situation in detail and recommend. Are you ready for the Question?"

of Policy #20-1. (Forms, Emily Sirjane)

FELLOWS, THIS YEAR AND NEXT. BofD in November selected the Bylaw 308.3 limit of 125 new Fellows for elevation Jan. 1, '68. Presentations usually take place early in the year in Section ceremonies, with additional recognition at the March Convention. List of new Fellows, by Sections, have gone out. Names, citations, in January IEEE Spectrum. (Information, Emily Sirjane; press release, Jack Kinn)

The Fellow Committee reorganizes in January '68 to receive proposals from the field for elevations to Fellow grade, effective Jan. 1, '69. Full particulars were printed in Spectrum, Nov. '67, p. 26; repeated as the pink Supplement to this E. E. (Copies, Emily Sirjane)

NEXT YEAR'S AWARDS. An invitation to nominate recipients of the Medal of Honor, major Annual, Field, and Prize Paper Awards appeared in Spectrum, Nov. '67, pp. 16-17, together with specifications of the Awards and deadline dates for nominations.

The Awards Board and its medal committees are appointed to recommend the bestowal of Awards (Bylaw 305). However, all their members, and BofD members, are prohibited from initiating proposals (Bylaw 305.9). Proposals must all come from others; hence the importance of response, from Groups, Sections, (chairmen, take note), and from IEEE members in (or not in) other Units, to this "invitation to nominate." (Information and forms, Una Lennon). In writing, name the Award, since forms are tailored to each one.

IEEE EMBLEM IN NEW SETTING. In addition to the present line of lapel-pins and tie-clips, ExecCom has authorized local ceremonial bestowal of special ones in recognition of loyalty or service to IEEE.

Narrow circular borders will surround the emblem, bearing the words "Life Member," "Group Chairman," or "Section Chairman."

This report is by way of preview. Details will be announced; watch Spectrum and E. E. (Inquiries, Jack Kinn— after Jan. 15, 1968, please)

IDEA NO. 1,237: CHAPTER MEETINGS. In November Spectrum, p. 10, appeared thoughtful suggestions by the chairman, Chapter Activities Committee, Parts, Materials & Packaging Group, that Chapters 1) have fewer meetings; 2) present controversial issues; 3) have experts attend; 4) allow only short formal lecture; 5) have unlimited discussion period; 6) encourage audience participation.

The writer, Mr. G. G. Litman, concedes the attendance-drawing power of "entertaining speakers, social gatherings, plant tours" (cf. Idea No. 1,235, E. E. 10, Apr., p. 2); but deplores consequential de-emphasis of technical interchange in regular Chapter meetings, and de-emphasis of "search for scientific truth." Robbed thus of basic motivation, he feels, "a dangerous course appears to be evolving" in some Chapters. . . "Officers and members are frustrated by low attendance. . . Indifference by members is a common problem."

IDEA NO. 1,238. Who will send it in? See E. E. 9, Feb. '67, p. 5, and write Editor, E. E. Our masthead epitomizes our purpose: "To encourage communication among. . ." Among means that E. E. wants to "carry the message": up, down, and across.

HISTORY OF THE MERGER OF AIEE and IRE. ExecCom has suggested to the History Committee that the latter undertake this project with assistance from individuals and the Groups. (Inquiries, suggestions, facts, Reed Crone)

COMMITTEE MEETINGS CONVENTION WEEK. The Convention Committee strongly urges that conflict with technical sessions be avoided. The technical program schedule was finalized Nov. 21; its general distribution to Committee Chairmen, Sections, etc., is to follow promptly. Only after its receipt should chairmen request committee room reservations, so that conflict with pertinent technical sessions will not occur. (Reservations, first-come-first-served, Emily Sirjane)

TUTORIAL COURSES AT CONVENTION. December Spectrum will unfold details of two, separate-fee, tutorial courses to be offered as a stimulus to post-college education. One will be on "Integrated Circuits and Their Incorporation in Equipment;" the other on "Computer-Aided Circuit Design." The courses will run concurrently, 8 a.m. to 10 a.m., for four days; hours and fee to include Continental breakfast. (Information, Jack Kinn)

A STUDENT ACTIVITIES ROOM will be assigned at the Convention as "home base" for Students and Counselors—an innovation somewhat on the order of the Technical Activities Room and Press Room.

For the second year, there will be a Student Branch Counselors' meeting. See E. E. 10, Apr. '67, pp. 4, 5, for an account of last year's.

PLANS FOR THE SELECTED STUDENTS who will be guests of the Convention, reported in E. E. 11, June '67, p. 5, are going forward. Plans cover four days of red-carpet treatment for the 30 lucky Students. Each of the

10 Regions is being permitted to select its three representatives in its own way.

TOOLS AND AIDS

"TECHNIQUES FOR BETTER TALKS." This compact, 8-page folder has been revised. Though prepared primarily for IEEE's major Conventions, where aids to speakers are unusually complete, the directions and admonitions are pertinent to Conference sessions and Section and Chapter meetings. Oral presentations are shown to be of "a different breed of cats" from written papers.

Innovations in the current revision are: advocacy of apparatus demonstrations (soft-pedalled in the not distant past) or motion pictures in lieu thereof; "Huntley-Brinkley" shared-burden type of dialogue presentation by co-authors; prepared sound effects; planned interruption-participation by the session moderator; considered use, only, of colored slides.

Originally produced for Wescon by Los Angeles members of the IEEE Group on Engineering Writing and Speech, reprints have stood the test of time. (Copies, Pat Corcoran)

LOCAL IEEE PUBLICITY. Some Sections do a very creditable job. Others lack the necessary know-how. To bring up the average level in quality, coverage, impact, a "Section Public Relations Chairman's Manual and Publicity Guide" is being prepared for Section use. (Inquiries, copies, Jack Kinn)

1968 IEEE MEMBERSHIP DIRECTORY. Copies will be furnished without charge

106.1 Applications for admission to the IEEE or for transfer to a higher grade shall be made on a form provided by IEEE and shall embody a record of the general technical education of the applicant and his technical career. The applicant shall provide the names of references as specified in Bylaw 106.2. References for admission or transfer to Member grade or Senior Member grade shall be requested by the General Manager to fill out a prescribed confidential form commenting on the qualifications of the applicant.

106.3 Applications for admission or transfer to any grade of membership, except the grades of Honorary Member and Fellow, shall be addressed to the Board of Directors and submitted to IEEE. Recommendation of election or transfer of an applicant to any grade, except the grades of Honorary Member and Fellow, shall be by a three-quarters affirmative vote of the Admission and Advancement Committee, provided, however, that the Admission and Advancement Committee may delegate to the General Manager, or his appointed representative, authority to elect or transfer applicants to the grade of Student, Student Associate, Associate, or Member when there is evidence that the requirements of Bylaw 105 have been fulfilled. When so authorized, the General Manager shall render regular reports to the Admission and Advancement Committee of the elections and transfers so processed. (See also Bylaw 106.1).

304. Boards and Committees

ADD: "Educational Activities Board" to the list of Boards and Committees appointed by the Board of Directors.

DELETE: "Education Committee" and "Student Branches Committee" from the list of Committees appointed by the Executive Committee.

304.2 ADD: "Long Range Planning Committee" to the list of Boards and Committees appointed by the Board of Directors.

306. Educational Activities Board

The Educational Activities Board shall be responsible to the Board of Directors for planning activities in continuing education, for monitoring accreditation activities and developing guidelines for IEEE representatives to accreditation committees, for developing IEEE relations with educational institutions, for the support of activities of the IEEE Student Branches and of the educational activities of the Sections and Regions, and for making policy recommendations to the Board of Directors.

The Chairman of the Educational Activities Board shall be a Director of the IEEE and shall serve on its Executive Committee. He shall serve as the Student Branches Coordinator of the Executive Committee.

The Chairman of the IEEE Group on Education shall be a member, ex officio, of the Educational Activities Board.

The following committee shall be appointed by and be responsible to the Educational Activities Board:

Student Activities Committee

The Chairman of the Regional Student Activities Committees shall be ex officio members of the Student Activities Committee.

The Educational Activities Board shall consist, in addition to its Chairman and the Chairman of the IEEE Group on Education, of not more than 10 other members. Its members shall be appointed by the Board of Directors.

RENUMBER: Present Bylaws 306 through 313 and their subsections as 307 through 314.

306. will be renumbered 307. due to new Bylaw 306. Educational Activities Board.

307.1. The Publications Board shall coordinate the technical publication activities of the IEEE. It shall consist of the Vice President-Publication Activities as Chairman, a Vice Chairman, the Editor of the IEEE SPECTRUM, the Editor of the PROCEEDINGS OF THE IEEE, the Editor of the IEEE STUDENT JOURNAL, two present or former Group Editors, and not fewer than three nor more than six other members. The Staff Secretary of the Publications Board and any other members of the Headquarters Staff designated by the Vice President-Publication Activities and the General Manager shall serve as ex officio, nonvoting members.

308.1. OMIT second paragraph: "Applications for the grade of Associate" etc.

ADD: New Bylaw 308.9. Long Range Planning Committee.

RENUMBER: Present Bylaws 308.9 through 308.14 as 308.10 through 308.15.

308.9 Long Range Planning Committee

The Long Range Planning Committee shall be responsible to the Board of Directors for reviewing the trends of science and technology as they may concern the Institute, the profession and the public, and for recommending such changes in the Institute's objectives, organization and operations as may be indicated by these trends.

The Long Range Planning Committee shall consist of the Junior Past President

as Chairman, the Treasurer and two other members of the Board of Directors who are not members of the Executive Committee.

309.2. DELETE: "Education Committee" (Duties, etc.)

309.4. DELETE: "Student Branches Committee" (Duties, etc.)

401.8. The duties of each Regional Committee shall include the nomination, during the concluding year of the term of the Regional Delegate-Regional Director, of candidates for that office. It is recommended that the membership in a Region always be offered a choice of candidates for Regional Delegate-Regional Director. Therefore, any Regional Committee proposing but a single candidate for Regional Delegate-Regional Director shall set forth in writing an explanation of its rationale for so doing, to be forwarded with such nomination.

The Regional Committee shall participate generally in the development of the Institute through recommendations to the Board of Directors and/or the Executive Committee and to the Sections comprising the Region.

GUIDELINES for Arrangements for Invited Visitors to the United States
from the Soviet Union and Eastern European Nations

Visits of United States citizens to other countries, and of citizens of other countries to the United States, constitute an important element in IEEE relations between the countries involved. They can contribute significantly to the increase in scientific and technological understanding that we seek. The following guidelines have been established to provide a basis for furthering this increase in scientific and technological understanding. They were developed specifically to facilitate an exchange of visitors between the United States and the Soviet and Eastern European Nations, but they may serve as useful guidelines in other situations.

In the case of Soviet and Eastern European visitors, the role of the United States Host (sponsor) is central to the success of the visit and its contribution to the objectives of the special exchange program, now being carried on by the IEEE within the framework of the formal exchange program in effect between these countries and the United States. The ISRC Subcommittee on Cultural and Scientific Exchanges Between the United States and the Soviet Union and Eastern European Nations has been established to ensure that such exchanges are properly carried out and should be called upon for advice about proper procedures to follow in making suitable arrangements. The Secretary of this Subcommittee is responsible for maintaining current awareness of activities in this area.

If he is to fulfill his role, the Host must be prepared to assume a number of responsibilities in cooperation with the cognizant IEEE committees and Institute staff and, when required, with the departments of the United States Government that are engaged in operating the exchange program or are effected by it.

The Host is expected to do the following:

A. Invitees from Countries Other than the Soviet and Eastern European Nations

Consider such factors as: previous history of invited visits by citizens of that country; their proposed itinerary; local facilities available for entertaining them; providing suitable interpreters, etc. in arriving at an overall plan to make the visits as mutually satisfactory as possible. The IEEE International Convention Reception Committee may be able to offer advice and help.

B. Invitees from Soviet and Eastern European Nations to the United States

1. Consider the responsibilities outlined in "A" above.
2. In order to facilitate the issuance of a visa, communicate with the secretary of the ISRC Subcommittee on Cultural and Scientific Exchanges between the United States and the Soviet Union and Eastern European Nations as early as possible and provide the full name, address, and, if available, the date and place of birth of the prospective visitor. The secretary, in turn, will then communicate this information to the U.S. Department of State, which will set in motion the machinery for consideration of the visitor as a special case under the provisions of the McCarran Act.*
3. Arrange in advance with the ISRC Subcommittee on Cultural and Scientific Exchanges between the United States and the Soviet Union and Eastern European Nations and the U.S. Department of State the itinerary that the visitor will follow in the United States. Every effort should be made to include in his itinerary as many visits of interest as the Host resources and the U.S. Government restrictions allow.
4. Arrange for the visitor to be met at the port of entry into the United States (usually New York), and assist him during his visit in this country, and see him off upon departure. This activity should be accomplished with graciousness and hospitality -- not with the attitude of policing the visitor.

* It should be noted that, under the provisions of the Immigration and Nationality Act of 1954, specific approval of the Attorney General of the United States is required for the entrance into the U.S. of any individual who has received a visa by virtue of waiver of the regular provisions of this act and that a formal report on each such exception must be made to the Congress of the United States.

5. Engage the services of an American travel agency, if necessary, to assist in arranging transportation, hotel and any necessary interpreter facilities for the visitor. If such an arrangement is made with the travel agency, the sponsor should make sure that the travel agency is aware of these responsibilities.
6. Insure that the visitor follows the agreed itinerary and does not deviate from it without prior consultation between the Host and the U.S. Department of State. When any deviations are requested by the visitor, the Host should try his best to secure permission for such deviations, provided they conform with the spirit of the exchange and do not violate security regulations.
7. Consult with the ISRC Subcommittee on Cultural and Scientific Exchanges between the United States and the Soviet Union and Eastern European Nations and the U.S. Department of State before making any changes in the itinerary, including additional professional visits, new routing, new scheduling, or requests for extensions of authorized stay in the United States.
8. Write to the U.S. Department of State, copy to the secretary of the ISRC Subcommittee on Cultural and Scientific Exchanges between the United States and the Soviet Union and Eastern European Nations, to confirm the departure of the visitor and to describe any special problems that may have arisen.

It is IEEE policy to make the stay of all invited visitors as enjoyable and rewarding as possible. In no instance should the IEEE impose limitations on length of visits or freedom of access and mobility beyond those imposed by U.S. Government regulations. The Host is expected to exercise good judgment in applying the principles set forth in the foregoing.

POLICY STATEMENT 2-Q

HOSTING INVITED FOREIGN VISITORS

The use of conference funds for the purpose of hosting foreign visitors, who are specially invited to participate in IEEE-sponsored meetings or conferences, are a legitimate conference expense if the conference chairman deems such activity to be beneficial to the objectives of the meeting. Such support, excluding travel expenses, should be included in the conference budget submitted for the approval of the General Manager. When such a budget item is requested, the chairman of the conference should establish a committee specifically charged with the responsibility of acting as host to these visitors.

**Nominations of candidates
for IEEE Fellow grade are being sought**

April 30, 1968, has been established as the deadline date for completed nominations of candidates for the IEEE Fellow grade.

The IEEE Bylaws define the qualifications for this grade as follows: "The grade of Fellow is one of unusual professional distinction and shall be conferred only by invitation of the Board of Directors upon a person of outstanding and extraordinary qualifications and experience in the fields of electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences, who meets the requirements for Senior Member as stated in these Bylaws and who has been a member in any grade for a period of seven years preceding the year of nomination, except that the seven-year provision in any individual case may be waived for cause by the Board of Directors."

In the case of new candidates, a Fellow nomination form (Form FC-1) and a minimum of five completed Fellow grade reference forms are required by the deadline date of April 30, 1968. In such a large Institute it is usual that not even one member of the Fellow Committee is personally acquainted with any particular candidate. In these conditions, the impersonal judging of the candidates to determine their order of qualification can be done *only* from the information on the FC-1 Forms. This makes *careful and complete* preparation of FC-1 Forms essential if each candidate is to receive equitably the highest rating his actual history warrants. The duty of the Fellow Committee is to select, from those presented to it, the most deserving candidates (up to a maximum of 125 in any year). To assure objectivity in judging, each candidate is scored by each judge for his accomplishments in a number of small, reasonably well-defined categories (more fully described in the next paragraph) to reach a total score, which is the sum of all partial scores.

The proponent of a candidate for Fellow grade, when preparing to fill out his FC-1 Nomination Form, often speculates on the most appropriate way to search out and present the requested information to get really effective consideration for his candidate. Of course, the form itself, by its headings, gives a great deal of this information. However, it does not indicate which types of information are more important in the scoring process than others. To give some guidance to proponents without compromising the confidential nature of the Fellow Committee's deliberations, it can be stated that scoring is carried out in a number of different categories, arranged in approximate order of decreasing scoring importance: importance of contribution; importance of position (including operational as well as technical); output of papers and patents; opinions and estimates of confidential references (where possible, the majority should be associated with other than the candidate's own organization); years of technical distinction (or in responsible charge); total years in the profession; service to IEEE (and predecessor societies); service to the engineering profession in organizations other than IEEE; and sponsorship by a Section, Group, or General Committee, or other organization of equiva-

lent standing (or more than one of them). Despite differences in scoring importance between categories, all are ultimately important and none should be ignored or slighted. We call your particular attention to the following:

1. To insure receipt of the minimum number of references by the April 30 deadline, some sponsors have found it desirable to solicit as many as seven or eight references; others have followed the excellent plan of monitoring the responses by requesting those named as references to indicate, on a postal card supplied by the sponsor, the date when the form was completed and mailed to the Fellow Committee. All qualified reference forms submitted on behalf of a Fellow grade candidate shall be considered by the Fellow Committee.

2. When the nomination has the additional endorsement of a Section, Group, Committee, or organization of equivalent standing (or more than one of these), the candidate's score and competitive position will be enhanced *only* if such endorsement is evidenced by a *separate written statement* from each entity to the Fellow Committee, signed by an appropriate officer. The statement (which is in addition to the five reference forms) should be concise and yet provide all relevant facts in support of the nominee; it must be received by the Fellow Committee by the April 30 deadline. When an unsuccessful nomination is resubmitted, a *new* Statement of Support must be supplied.

3. Should a sponsor of a candidate outside the United States and Canada (i.e., Region 8, 9, or 10) certify that he is unable to furnish the names of five Fellow grade references on the nomination, the Fellow Committee may, in its discretion, accept references from other IEEE members, preferably Senior Members, who are engineers or scientists of recognized standing.

4. Candidates previously considered, upon whom no favorable action was taken, will not be reconsidered unless a new completed FC-1 Form is received by April 30, 1968. Reference forms submitted on behalf of a candidate will be acceptable to the Fellow Committee for a period of three consecutive years, including the year of original submission, in the event the sponsor wishes to *update and resubmit* the Fellow grade nomination. Although not required, the submission of new references will assist the Fellow Committee in fairly considering the nomination. Members of the Board of Directors, the Executive Committee, the IEEE staff, or the Fellow Committee are not eligible to serve as references on a Fellow grade nomination.

5. To assure readability, the Fellow Committee has ruled that all FC-1 Forms and all reference forms must be typewritten.

Fellow grade nomination kits are available from Miss Emily Sirjane, IEEE Staff Secretary of the Fellow Committee. These kits contain an FC-1 Form, seven reference forms, seven reference envelopes, and a guide to Fellow grade nominations.

III-B -- RULES OF ORDER

The Informal Note. Sometimes, it seems, there is little relationship between the exactitudes of parliamentary procedures and the way most IEEE committee meetings are conducted. This is not to be deplored. Even parliamentary authorities nowadays encourage wide departures from Rules of Order in small meetings in order to increase the rapport among members and, through it, to speed accomplishment. Even Motions, Seconds, and formal Ayes and Noes, they say, may be dispensed with.

Yet, the Chair is careful, at the conclusion of an Agenda item informally dealt with, to summarize those "findings-by-consent" and to obtain his affirmative nods, point by point, so that the Secretary's Minutes may present a true report for absentees, refresh the memories of those who participated, and constitute a frame of reference for administrative action.

Informal procedure within the milder restraints of Rules of Order is the subject of a compact book which has commended itself to the editor of E. E. : "The Conduct of Meetings," G. H. Stanford. Oxford University Press, Toronto, 1964, 88 pages. It is well worth scanning at the public library.

Why Dig Deeper? With all this approved informality, why, then, a presentation, which follows, of The Motions, which are the backbone of more formal procedures? A good question, with six answers:

First, because even in small meetings, unanimity is not found on all questions. Where issues are controversial, and when, in discussion, two sides emerge, a question ought to be framed as a Motion, both to keep the issues within bounds and to save time. In such exigencies, the Chair's and a few members' knowledge of the basic Rules of Order will assist the education of all the members.

Second, because members do move from small committees to larger ones and sometimes to boards with fiscal and legal responsibilities requiring conformity to Standing Rules and supplemental Rules of Order. And the greater the number of deliberators, the greater the need for a delicate balance between freedom of expression and restraint of the abuses of privilege. Such a balance is one of the purposes of parliamentary law. IEEE's highest boards and committees operate under such general codified Rules of Order in matters not covered explicitly by IEEE rules.

Third, because committee members have rights though absent, and Rules of Order protect absentees from having their rights forgotten by those present.

Fourth, because actions taken by committees have to coincide with policies residing in documents of higher order, such as Constitutions, Bylaws, and Standing Rules, all of which the Rules of Order protect and with which they interlock.

Fifth, because a chairman, when confronted with a committee-member "whiz kid" well grounded in parliamentary practice, ought to know enough of the subject to maintain control of the meeting.

Sixth, because engineers, more and more, are taking their places in government, with its parties and factions. As members move into the political and legislative arena where "marbles are played for keeps," they can well find themselves out-foxed if they are ignorant of Rules of Order. IEEE can be a training ground of sorts.

Rules of Order, Codified. Each important committee adopts Standing Rules by which the Chair governs, and its members conduct, meetings in an orderly, expeditious manner. Most Standing Rules contain a clause which provides that, in parliamentary situations not covered by them, the provisions of a standard named work shall govern.

"Cushing's Manual of Parliamentary Practice," "Sturgis Standard Code of Parliamentary Procedure," and "Robert's Rules of Order Revised" (abbreviated "ROR" herein) are often cited. Because the IEEE Board of Directors, Executive Committee, and Technical Activities Board tie themselves to Robert, that work is made basic to the treatment which follows. ("Robert's Rules of Order Revised," H. M. Robert. 75th Anniversary Edition, 1951, Scott, Foresman & Co., Glenville, Ill. 326 pp., 10x15x1.5 cm, \$3.75 .)

It should be understood that this article has no reference to or standing in the three IEEE organizational units named above. They have parliamentary resources not available to IEEE's lesser units.

More satisfactory than any form of digest of the type presented here is ROR itself. Units sometimes purchase copies of ROR or the other compilations they adopt, to be passed in succession to chairmen and vice chairmen. ROR contains, among other things, copyrighted tabulations, of constant and instant value to a presiding officer, showing for each Motion its classification (Subsidiary, Privileged, Incidental) by pattern of handling; whether it is or is not debatable or amendable; whether it must be seconded; whether it is out of order under certain circumstances; what its precedence (or "priority") is in relation to other motions; may be debated at the same time; and whether it requires a majority or a two-thirds vote.

Rules of Order other than Cushing, Robert, and Sturgis govern assemblies outside the United States, in appropriate languages. Agencies of United Nations in which IEEE units and representatives participate, such as CCIR, CCITT, CGPM, CIGRE, IEC, IFAC, ISO, ITU, URSI, WPC have still different forms of Motions and Rules of Order.

Arrangement of this Compilation. Motions are first arranged by Purpose, under such center headings as "Purpose A - TO OBTAIN RECOGNITION OF THE CHAIR," "Purpose B - TO MAKE A MAIN MOTION," "Purpose C - TO MODIFY OR AMEND," etc.

Under each center heading are side headings, usually couched in the terminology used in ROR, for convenient back-and-forth comparison. Serial numbers against the side headings (like C. 1. Leave to WITHDRAW or MODIFY a Motion (ROR p 100) link the Motion to its purpose (C - TO MODIFY OR AMEND) and to page 100 in ROR where the many omitted particulars may be looked up.

The distinctive device employed in this work is to present each Motion as a dialogue between the member (Mr. X :) who makes the Motion and the Chair (Ch :) who directs the debate, puts the Questions to vote, and, perhaps most importantly, tells the members what is going on and what the results of Aye and No votes will be. This type of presentation may not be available elsewhere. The Editor of E. E. hopes it will give committee members and chairmen confidence that, when they are guided by the model, what they say will be pretty much "according to Robert."

T H E M O T I O N S

Purpose A. TO OBTAIN RECOGNITION OF THE CHAIR

- A. 1. When no other Member has the Floor (ROR p 27) Member A (rising or holding up hand): "Mr. Chairman!" The Chair (Ch): "Mr. A."
- A. 2. Simultaneous requests for Recognition (ROR p 28) A, B, C: "Mr. Chairman!" Ch: "Messrs. A, B, C will speak in that order. The Chair recognizes Mr. A." . . . "The Chair now recognizes Mr. B." etc. (Note: Special situations, ROR p 28, favor: the member responsible for the Motion; one who presents a committee's report; one who has not yet spoken on the Motion; members for and against, alternately.)
- A. 3. Recognition by Vote of Assembly (ROR p 31)
(On Chair's initiative or upon Appeal from Chair's decision)
Ch: "The Chair will be directed by the assembly on choice of next speaker, between Messrs. R and S, both of whom have claims

on our attention. The Secretary will count hands. All those in favor of Mr. R to speak first, say Aye. . . There were eight hands. . . Those in favor of Mr. S to speak first, say Aye. . . There were eight hands, a tie. The Chair recognizes Mr. S."

- A. 4. Recognition of a member to Interrupt Speaker (ROR p 32) E :
"Mr. Chairman, I rise to a Question of Privilege (Request for Information, Parliamentary Inquiry - same). Ch : "Mr. E. will state his question."
E "We cannot hear the speaker." Ch : Mr. R. will please repeat, and raise his voice so all may hear."
- A. 5. Non-Recognition of a member validly interrupting another (ROR p 32)
F : "Mr. Chairman, I Object to the Consideration of this Question."
Ch : "The member will reserve his Motion until Mr. A has finished his remarks." F : "I now Rise to a Point of Order." Ch : "The member will state his point." F "Robert permits interruption of a speaker, as I did, to Object to Consideration." (See Note, below.) Ch : Robert also permits the Chair to rule against a technically permitted interruption when he does not consider it sufficiently urgent. The Chair so rules, and will recognize Mr. F when Mr. A has finished. Mr. A will proceed."
(Note: ROR p 32 lists 7 motions technically capable of seizing the floor from a speaker. In IEEE, where speeches are short, Line A. 5, above, might be followed if the Chair so elects.)
- A. 6. Unauthorized Interruption. Appeal. (ROR pp 31,32) G (interrupting):
"I move to Lay on the Table." Ch : "The member is Out of Order on a Motion to Lay on the Table until recognized by the Chair after Mr. A yields the floor. Mr. A may proceed." G : "I ask General Consent to present my Motion." Ch : "Mr. G appeals for unanimous consent to move to Lay on the Table. All who consent say Aye. . . Opposed, say No. . . (Alternative A) The Chair hears a No. Mr. A may proceed. (Alt. B) The Motion to Lay on the Table has been authorized with General Consent, that is, adopted unanimously. The Question may be Taken from the Table later today. If it is not, it will appear in forthcoming Agenda. Unlike Postpone Indefinitely, a Motion to Lay on the Table is not a device to get rid of it."

Purpose B. TO MAKE A MAIN MOTION

- B. 1. Original MAIN MOTION (ROR pp 26, 33, 52) A : "I Move that. . ." (or) "I Move the adoption of the following Resolution" (ROR p 33).

- B. 2. SECONDING a Motion (ROR pp 27,36) (Alt. A) B : "Second." (Alt. B) Ch : "Do I hear a Second? . . (Pause) . . For want of a Second the Motion will not be acted upon. Next business is . . ." (Alt. C) Ch : "In a small meeting, or at the discretion of the Chair unless appealed, it is permissible to dispense with Seconds and we shall so proceed (ROR p 36). Are you ready for the Question?"

- B. 3. COMPLEX Main Motion Ch : "So phrased, the Chair is at a loss to State the Question. Will the member please reduce his Motion to writing and furnish the Chair a copy? Meanwhile, unless there is objection, we shall proceed. . . There being no objection, next business is . . ."

- B. 4. Members suggest MODIFICATIONS of Motion (ROR p 26) C : "I suggest changing to ." A (who made the Motion): (Alt. A) "I accept the change." Ch : "The Secunder may withdraw his Second or let it stand (ROR p 27). . If withdrawn, the modified Motion will require a new Second" (Alt. B) A : "I do not think the suggestion improves the Motion." Ch : "The original form of the Motion, then, will be stated by the Chair, and modifications may be made by Amendment. The Question remains that . . ."

- B. 5. The Chair REPHRASES an Awkward Motion D : "I move that we do not go on record as refusing to support Group 36's exclusion of XYZ as a non-contributing supporter of UVW Conference." Ch : "To avoid ambiguity, the Chair will restate the Motion, thus: 'that XYZ be accepted as a non-contributing supporter of the UVW Conference.' (end of motion) However voted upon, the record will speak for itself. Those wishing to ratify Group 36's action will vote No. I repeat the Question now pending: (repeats). Are you ready for the Question?"

- B. 6. Mover WITHDRAWS his Motion (ROR p 26) A : "I Withdraw my Motion." Ch : "Since the Question has not yet been stated by the Chair, the Motion is Withdrawn. If the Secunder wishes to make the same Motion on his own behalf he may now do so with another Secunder. . . (pause) . . The Motion is Withdrawn."

- B. 7. Main Motion ruled OUT OF ORDER: Example a - While another Main Motion is pending (ROR p 51) M : "I move that . . (a Main Motion) . ."

Ch: "The Motion is Out of Order. Only one Main Motion may be before the assembly at any time. The pending Question has not yet been called to vote or otherwise disposed of. On the Motion now pending, that . . . , are you ready for the Question?" Example b - When substantially the Same Question has already been disposed of (ROR p 171) N: "I move that . . . (old Question in guise of a new one) . . ." Ch: "The Motion is Out of Order for the remainder of this meeting since substantially the same Question has already been disposed of. You may arrange with the Secretary for an appropriate entry in the Agenda for next meeting." (See Purpose F.)

- B. 8. STATING the Question Immediately Pending (ROR pp 26 38)
Ch: "It is moved and seconded that . . . (quoting) . . ." or "to adopt the Resolution reading. . . (quoting). . . Are you ready for the Question?" (Note: Chair may elect to explain, once and for all, that: Once the Chair has Stated the Question, it becomes the Immediately Pending Question before the assembly; also, that the query 'Are you ready for the Question?' whenever used by the Chair, throws the Question open to Amendments, other Secondary Motions, and debate. The query is not used whenever the Question is non-amendable or undebatable. The query is repeated after debate. Members respond by demanding "Question!" Thereupon the Chair Puts the Question to vote.)
- B. 9. PUTTING THE QUESTION to Vote. Ch: "Are you ready for the Question? . . . (pause) . . . On the Question . . . (quoting) . . . Those in favor say Aye. . . Those opposed say No. . . The Ayes have it and the Motion is adopted. (or) The Noes have it and the Motion is lost . . . Next order of business is . . ."
- B.10. VOICE VOTE is in doubt. (Alt. A) Ch: "The Ayes appear to have it . . . (waiting for call for Division of the votes) . . . The Ayes have it. The Motion is adopted." (Alt. B) Ch: "The Chair is in doubt on the voice vote. The Secretary will count a show of hands (or rising vote); members desiring to change their votes may do so (ROR p 193) . . . All in favor, raise the hand (or rise) . . . Lower (or be seated) . . . All opposed, raise the hand (or rise) . . . The vote is 9 Ayes, 8 Noes. The Motion is carried." (Note - A decision requires a majority: more than one-half of the Aye-and-No votes cast by voting members, ignoring blanks or "abstentions," a quorum being present. (ROR p 191) (Alt. C) Ch: "The Ayes appear to have it . . . (pause). . . Members: "Division!" Ch: A separation into Ayes and Noes by tally is demanded. The Chair will be guided by the assembly's wishes. You may have a standing vote, with names recorded by the Secretary, or a secret, paper ballot (ROR p 190). All in favor of a standing vote raise the hand while the Secretary counts . . . Lower . . . Those in favor of a secret ballot raise the hand . . . Lower . . . The vote being 12 to 8, we shall proceed with a standing vote.
- B.11. CHAIR Breaks or Makes a TIE. (Alt. A) Ch: "The vote is 6 to 6_ a tie which would cause the Motion to fail for want of a majority. However, the Chair exercises his right to vote and casts an Aye vote. The vote is 7 to 6 in favor and the Motion is carried." (Alt. B) Ch: "The vote is 6 Ayes and 5 Noes - the Motion would be passed by a narrow majority which, in the opinion of the Chair, is undesirable in this case. He casts a No vote.

The vote is a tie and the Motion fails. (Alt. C) Ch: "The vote is 6 Ayes and 5 Noes. The Chair waives his right to vote, and the Motion is carried."

- B.12. TWO-THIRDS Vote Required (ROR p 204) Ch: "Decision on this Motion (not a Main Motion) requires at least two-thirds of the votes cast, ignoring blanks and "abstentions," a quorum being present; that is, the number of winning votes must be equal to or exceed twice the number of losing votes . . . Are you ready for the Question? . . . (pause) . . . The Secretary will tally Ayes and Noes . . . All in favor, rise. . . Be seated . . . All opposed, rise . . . Be seated . . . Out of 17 votes cast, 11 were Aye and 6 No." (Alt. A) Ch: "The Ayes failed to poll two-thirds and the motion is lost." (Alt. B) Ch: "The Chair exercises his right to vote and casts an Aye vote; out of 18 votes cast, 12 are Aye and 6 No. The Motion is adopted."
- B.13. RECEIVING Committee Reports (ROR p 220) (Alt. A) Ch: "The Secretary has received and circulated with the Agenda the report of the ___ Ad Hoc Committee. No Motion is required to Receive a Report; it will be noted in the Minutes under 'Reports of Committees.' However, a Motion and vote are required to Adopt the Recommendations (Resolutions). (We shall avoid the ambiguous word Accept the Report, which is neither to Receive or Adopt.) (Alt. B) H: "As chairman, ___ Committee, I report on ___ as follows: (reads). Ch: "Will the views of a minority be communicated? (ROR p 216) . . . (pause) . . . If not, the Chair is ready to hear a Motion to Adopt the recommendations of the report." (Alt. C) Ch: "We are ready to hear the minority views and Motions." (Alt. D) Ch: "The minority views were circulated with the report, as information. (ROR p 222). The Chair is ready for a Motion in behalf of the minority."
- B.14. ADOPTING Committee Reports (ROR pp 216 222) (Alt. A) N: "I move that the recommendations of the minority be substituted for the recommendations of the committee's report." "Second." Ch: "The Question is on the substitution. . . (etc., repeats) . . . If voted affirmatively, the minority's recommendations, as they may be amended, will be Adopted; if the Noes have it, the minority's views will be Rejected; another Motion may then be made to Adopt or otherwise dispose of the committee's report. Are you ready for the Question on substitution?" (Alt. B) L: "I move to Adopt the report." Ch: "This Motion, unless Amended, implies adoption of the recommendations without change. Are you ready for the Question?" (Alt.C) M: "I move to Lay the report on the Table (Recommit, Postpone Consideration, etc.) (Cf. Purpose E Motions.)
- B.15. Amending STANDING RULES (ROR p 269) G: "I move we amend Bylaw 2.2 relating to rights of Affiliates in this Group; specifically that . . . (details) . . ." "Second." (Alt. A) Ch: "The Chair reminds AdCom members that they may not contravene the Activities Manual, Sec. III-D on 'Group Affiliates' and 'Affiliation Policies.' The Group's Bylaw 2.2 on Affiliates, (being patterned after the ExecCom-Approved Model Bylaws

for Groups) conforms to IEEE Bylaws. The Group's Bylaw 2.2 may be amended, under Art. IX of our Group Constitution by 2/3 vote of AdCom members present (whether voting or not) at a meeting; but subject to one week's prior mailed notice (a stipulation which in this case has not been met), also eventually to the IEEE General Manager's approval. In view of the provisos, may I suggest that Mr. G carefully draft his Motion for mailing out with the Agenda for next meeting; and if it involves a departure from the TAB Manual, that it be cast in the form of a Resolution from this Group to TAB. TAB is the proper body to petition ExecCom for a policy change . . . If there is no objection we shall so proceed. (Alt. B) Ch : "Motion may be made on adoption of a Resolution to TAB which the chairman has studied and believes to be in order. What is your pleasure?"

- B. 16. ADJOURN at or to a Future Time (ROR p 63) J : "I move that we plan to Adjourn no later than 4:30 p. m." "Second." Ch : "Since this Motion to Adjourn is qualified and is not for the purpose of peremptory adjournment, the Motion is in order as a Main Motion (ROR p 63; also cf. Line G. 6) . . . Are you ready for the Question?" (Note: Same treatment for non-peremptory motions. Take a Recess (ROR p 65; Line G. 5), Commit or Refer (ROR p 132; Line E. 5), Limit or Extend Debate (ROR p 120; Line H. 5) .

Purpose C. TO AMEND OR MODIFY

- C. 1. Leave to WITHDRAW or MODIFY a Motion (ROR p 100) A : "I request leave to Withdraw (or Modify) my Motion." Ch : "This Motion, without a Second, is in order because the assembly's consent to Withdraw or Modify is necessary between the time the Question was first Stated by the Chair and the beginning of voting. (Cf. Line B. 6). Is there any objection to Withdrawing or Modifying the Question? . . . (Alt. A) Ch : "I hear no objection. The Motion is Withdrawn." (Alt. B) Ch : "I hear one objection (or the Secunder objects). The assembly will decide without debate. All in favor of permitting Withdrawal say Aye. . . (etc.) . . . The Ayes have it; the Motion is Withdrawn (or the Noes have it; the Motion stands; the Question pending is ____." (Alt. C) A : "I request leave to change my Motion to incorporate the Amendment just offered." Ch : "In the absence of objection . . . (pause) . . . the Question is so Modified. (Alt. D) C : "I object." Ch : "Since there is objection, the Amendment will be brought to vote. It is ____." Are you ready for the Question?"
- C. 2. SECONDING a Withdrawn Motion (ROR p 172) B : "As Secunder of the Motion just withdrawn, and with deference to Mr. A who made it and later disassociated himself, I renew the Motion on its merits and ask for a Second." (ROR p 171) also see F. 5). D : "Second." Ch : "Ordinarily a Main Motion can not be reintroduced in the same session without substantive change. This Question, however, had not been put to a vote when it was Withdrawn, hence its renewal is in order. Are you ready for the Question?"

- C. 3. Modifications by AMENDMENTS (ROR pp 134ff) P : "I move to Amend by adding (or striking out) the word (s) ____ after ____, making it read ____." "Second." Ch : "The Chair will summarize the rules regarding Amendments: Most Motions, Main and other, may be Amended; if any are not amendable the Chair will so rule (ROR p 146). This Main Motion, like all Main Motions, may be debated, and may be modified by first-degree Amendments, to be offered and disposed of one at a time. Any first-degree Amendment may be debated and modified by second-degree Amendments, to be offered, debated, and disposed of one at a time. Second-degree Amendments of the pending first-degree Amendment will be disposed of first. Next, the first-degree Amendment-as-amended will be disposed of, clearing the way for another first-degree Amendment and its Amendments; and so on, until no more first-degree Amendments are offered. The Main Question may then be put. I have said "disposed of" rather than "voted upon" because Amendments, like Main Motions, are subject to overriding Subsidiary and Incidental Motions which may take priority over bringing Amendments to vote. . . . In this instance, Mr. P has moved to Amend by adding ____ (etc.) Are you ready for the Question on (first-degree) Amendment? . . . All in favor say Aye . . . (etc.) The Amendment is adopted and the Question now reads . . . Are there any other Amendments? . . . (pause) . . . Are you ready for the Main Question?" . . . etc. (Alt. A) Q : "I move to Amend by adding a proviso clause to the effect that . . ." Ch : "The Chair rules that the proviso clause so stated is not germane to the Motion it is intended to Amend, hence is Out of Order (ROR pp 135 136 143). New subjects or "riders" may not be introduced in the guise of Amendments. The gentleman should offer his idea at a proper time as a Main Motion."
- C. 4. "Third-Degree AMENDMENTS" (ROR p. 135) R : "I move a modification in the Amendment-to-an-Amendment now being debated. . . ." Ch : "The gentleman is Out of Order. No "third-degree" Amendments are allowable. . . . As an equivalent, in similar past situations, members have quite properly gone on record during the debate of a second-degree Amendment that they intend to vote No, and if the Amendment is rejected they will introduce a different second-degree Amendment reflecting the views expressed, or reading so-and-so. . . . That course is open here."
- C. 5. Amendment by SUBSTITUTION (ROR pp 134, 140ff) S : "I move, for the entire Main Motion (paragraph of the Resolution, beginning with the words ____, etc.), substitution of the following: "That . . . etc. " "Second." Ch : "Since the Main Motion has no Amendments pending and the proposed Amendment to Substitute is germane, the Amendment is in order and presents an alternative to the original Main Motion. Parliamentary procedure provides that both may now be "dressed up" by Amendment to present their best aspects. The Chair will first ask for and act upon any (further) Amendments to the Main Motion (as now Amended), ~~from its friends~~, in view of the proposed Substitution. . . (pause) . . . Hearing none, the Chair now asks for any Amendments to the wording offered in Substitution. . . (pause) . . . All offered Amendments to both versions having been discussed and voted upon, the Chair will now put the Question of Substituting the proposal for the original Main Motion. An Aye vote is for

the substitute, a No vote is for the original. Since both versions have been debated and perfected, the vote to be taken is the final one on this Question. All in favor, say Aye. . . Opposed, say No. . . The Ayes have it; the substituted wording is adopted."

C. 6. DIVISION of a QUESTION (ROR p 89) T: "I move that the Question be divided, each part to be considered separately." Ch: "You are privileged, as part of your Motion to Divide, to specify the parts, but each part must be capable of standing alone if the others are removed. . . (pause) . . Since the Mover does not specify, we shall Consider Informally, arranging the Division by General Consent. . (Discussion) . . Two proposals have evolved: one, to Divide into two Questions, the other, to Divide into four Questions. The Chair will put the Question as to Dividing the Question into four parts: those in favor say Aye. . . Those opposed say No . . . The Noes have it. Those who are not in favor of a Division of the Question should vote No on the next Question: Shall there be a Division of the Question into two parts? Those in favor say Aye. . . Those opposed, say No. . . (Alt. A) The Noes have it. The Main Question (repeats it) is before the assembly. Are you ready for the Question? (Alt. B) The Ayes have it. Part 1 is before the assembly (repeats it). Are you ready for the Question? . . . (After voting, Part 2, similarly.)

C. 7. FILLING BLANKS (ROR p 148) U: "I move that we Amend by the process of Filling Blanks, as to: (1) the date effective, (2) the number of persons to be named, (3) the amount to be authorized, and (4) the names of persons to be made responsible." Ch: This may be quicker than proceeding by Amendments. Unless there is objection, the Secretary will record the alternatives, as they are made, without Seconds, on each of the items named and in the order named. . . Vote will be by count of hands, and the Chair may elect to break a tie. . I hear no objection. First blank to be filled is the date effective. What are your proposals? . . (Three are suggested) . . . The Chair will now put to vote first the most distant date, and will proceed until some date receives a majority, then stop. . . (Fills in date) . . . On the number of persons to be named (and the amount to be authorized) we shall first vote on the largest number proposed (largest amount proposed), reducing, and proceeding as before. . . (Fills in number, or amount). . . On names of responsible persons, the first name to be voted upon will be the first one to be proposed, and so on until enough persons to fill the blanks have received a majority. If any named are present, they should not, through modesty, fail to vote for themselves, out of respect for their backers who need the votes.

Purpose D. TO SUPPRESS THE QUESTION

D. 1. OBJECT to CONSIDERATION (ROR p 87) V: "I Object to Consideration of this Main Motion." Ch: "Objection is in order, because it has been moved before debate and amendment, and Mr. V: was within his rights to

take the floor to make this Motion. It does not require a Second. The Chair will put the Question in the affirmative: "Shall the Main Motion be Considered?" Objectors to Consideration should vote No; a negative vote of 2/3 of those voting is required to suppress the Main Motion during this session. . . Shall the Main Motion be Considered? Those in favor of considering the Question, say Aye. . Those objecting to consideration, say No. . . (Alt. A) There being less than 2/3 opposed, the Objection to Consideration is not sustained and the Question is on the Main Motion. Are you ready for the Question? (Alt. B) There being 2/3 opposed, the Objection to Consideration is sustained. The Question may be introduced at any subsequent session, but unlike the Motion to Lay on the Table, it will not automatically be placed on future Agendas; it may be, by request. . . Next order of business is . . ."

D. 2. PREVIOUS QUESTION (ROR pp 48 52 111ff.) W: "I sense that, after this lengthy consideration of the much-amended pending Main Question, more than a majority would like to resolve it by voting, one way or the other. I move the Previous Question on the Main Motion as Amended and all pending Amendments." Ch: "The purpose of the Previous Question is to close debate at once. Do I hear a Second?" ("Second.") Ch: "The Previous Question is unamendable and undebatable, and the Main Question may not be further discussed until the Previous Question has been voted upon. It requires a 2/3 affirmative vote to take effect, and once voted upon cannot be Reconsidered. If it is voted upon affirmatively by count of hands, the Chair will then put the Main Question as Amended, then the Amendments now pending, for adoption or defeat by a simple majority. . . Question is on adoption of the Previous Question. The Secretary will count the hands. Those in favor, say Aye. . Those opposed say No. (Alt. A) There are 9 Ayes and 3 Noes. The Ayes have the Necessary 2/3 vote. The Main Motion now reads: (quotes); the first-degree Amendment pending reads: (quotes); the second-degree Amendment pending reads: (quotes). Without further debate or Amendment, those in favor of the second-degree Amendment, say Aye. . (etc.) . . The first-degree Amendment now reads (quotes) . . Those in favor, say Aye . . (etc.) . . The Main Question as Amended now reads (quotes) . . Those in favor, say Aye. . (etc.) . . The Noes have it and the Motion is defeated." (Alt. B) Ch: "There are 7 Ayes and 5 Noes on the Previous Question, which is lost. Debate and amendment may continue on the pending Question. Are you ready for the Question?"

D. 3. POSTPONE INDEFINITELY (ROR p 152) F: "I move that the Main Question be Postponed Indefinitely." Ch: "The object of this motion is either to reject the Main Question without incurring the risks of a direct vote - a sort of straw-vote of strength for opposers of a Motion who are not sure they have a majority - or to dispose of a Motion which might be embarrassing whether adopted or rejected. It is not amendable but is debatable and opens the Main Question to debate at the same time.

Adoption of the Motion to Postpone Indefinitely suppresses the Main Question for this meeting unless brought up on a vote to Reconsider . . . Are you ready for the (unamendable) Question? . . . Those in favor of Postponing Indefinitely the Motion to _____, say Aye . . . those opposed, say No. (Alt. A) The Ayes have it. The Motion to Postpone indefinitely is carried. Next order of business is . . . (Alt. B) Ch: "The Noes have it. The Motion to Postpone is lost. The pending Question is Are you ready for the Question?"

Purpose E. TO DEFER ACTION ON A QUESTION

- E. 1. POSTPONE to a Certain Time (ROR p 121) G: "I move to Postpone Consideration of the pending Main Motion until reconvening following mid-afternoon recess. " Ch: "The Chair finds that the Motion is in order. It takes precedence over any Motion to Amend, Commit, or Postpone indefinitely. Are you ready for the Question?"
- E. 2. LAY ON THE TABLE (ROR p 104) H: "I move that the amended Main Question and pending Amendment be Laid on the Table. " Ch: "Since this Question was Taken from the Table and no progress has been made on it, the Motion is Out of Order." (Alt. B) Ch: "The Chair finds the Motion in order. Its purpose is to permit the assembly to take up more urgent business. If adopted, the Motion may be Taken from the Table during this meeting; if that is not done, the Motion will come up on the Agenda for next meeting. If the Motion to Lay on the Table is lost, consideration of the pending Question will be resumed. I now put the Question to Lay on the Table. Those in favor say Aye." etc.
- E. 3. Make SPECIAL ORDER of Business (ROR p 73) J: "I move, as a Special Order of business, to receive a delegation from _____ at 11 a.m. on the day of our next meeting, and to postpone the pending Question until after the delegation's departure." Ch: "The Chair finds the Motion to be in order. Since it freezes the Agenda of our next meeting in one particular it requires a 2/3 affirmative vote by count of hands. . . Are you ready for the Question?"
- E. 4. RECONSIDER AND ENTER ON MINUTES (ROR p 167) K: "I move to Reconsider the vote on the Resolution to _____ and have Entered on the Minutes." Ch: "This Motion out-ranks a Motion to Reconsider and is in order because no vote on a Motion to Reconsider has been announced by the Chair . . . Motion to Reconsider and Enter on Minutes is to forestall at this meeting a Motion to Reconsider a vote already taken. This motion is not amendable, but it may be debated, together with debate on the Question to be entered on the Minutes. Its passage will insure notification to absentees that the Question will come up on next meeting's Agenda. In the meantime it suspends all action required by the vote it is proposed to Reconsider and have entered on the Minutes. . . Are you ready for the Question?"

- E. 5. COMMIT or REFER (ROR p 125) L: "I move to Refer this Main Question to a committee." Ch: "It is desirable, if you care to, that you name or describe the committee proposed, thus shortening debate." L: "I move to Refer to an AdHoc Committee of Five, to include the chairman of _____ Group, to be appointed by the Chair and to report not later than our September meeting." "Second." Ch: "This Motion takes precedence over Postponing Indefinitely and over (further) Amendments to the Motion. Its purpose is to prepare the Motion (or perfect it) to better advantage that this assembly can undertake, and to have it ready for our August or September meetings. In the judgment of the Chair, changes of detail in Committing can be accomplished better by Amending than by Filling Blanks (Line C. 7.) . . Are you ready for the Question?"
- E. 6. APPOINT A COMMITTEE to Consider and Report (ROR pp 96 129) Ch: "The Chair would appreciate it, in this somewhat delicate matter, if the assembly would choose the Committee of Five and its chairman by Nomination and Election from the floor. Nominations are in order. They require no Seconds. Voting will be by raised hands, in the arder that Nominations were made, until five have been elected by majorities." M: "I nominate Mr. A." N: "I nominate Mr. B." O: "I nominate Mr. N." M: "I nominate Mr. C." etc. Ch: "We have seven nominations for five places. . The Secretary will count the hands. . Each member should vote Aye for the names he favors and should vote No on the remaining ones, with no disrespect implied. Members nonimated should vote for themselves, in fairness to their supporters. . . Question is on the election of Mr. A. All in favor of Mr. A, raise hands, (lower); those opposed, raise hands. . Mr. A, has 2 affirmative, 6 negative, and is not elected . . . All in favor of Mr. B, raise hands; opposed, raise hands . . . Mr. B has 7 affirmative, 1 negative, and is elected . . (etc.). . Those elected are Messrs. B, C, G, M, N. Next question will be election as chairman." O: "Since no negative votes were cast against Mr. N, I nominate him for chairman." C: "The same observation applies to Mr. M. I nominate him." E: "I move the nominations be closed." Ch: "If anyone else wishes to nominate, let me see his hand; otherwise we shall vote. . . The Motion to Close Nominations requires a 2/3 vote. All in favor of closing nominations, raise hands . . Those opposed, raise hands. . . The vote is unanimous; nominations are closed. The nominees are Messrs. O and N. Vote will be on each in that order, Ayes and Noes, and the one receiving the most affirmative votes will be chairman. . All in favor of Mr. O, raise hands. . opposed, raise hands. The vote is 4 votes for and 3 against. . All in favor of Mr. N, raise hands. . opposed, raise hands. The vote is 6 votes for and 2 against. It was entirely proper that some members changed their votes; that may be done until the result is stated. . . Mr. N will be chairman. (Note: The foregoing procedure should be followed in making nominations from the floor and elections to any office not otherwise provided for by Bylaws; etc., such as mailed and written ballots.)

E. 7. RECOMMIT to Committee (ROR pp 125 130) P: "I move to Recommit to the Technical Program Committee, in view of this assembly's discussion of possible merit in paragraph 2, only, of the minority's views." Ch: "This Motion takes precedence over any (further) Amendments at this time, and represents a concession by this assembly that the Technical Program Committee, despite its record of disagreement on its initial report, is better equipped than we are, here to examine this situation in detail and recommend. Are you ready for the Question?"

to chairmen of IEEE Standing Committees and boards, Section chairmen, and Group chairmen. Additional copies may be purchased by those Units for administrative purposes at the IEEE-member \$5 rate. (Section orders to Emily Sirjane; Group orders to be consolidated, sent to Mel Bonaviso for debit of Group account, there held for explicit mailing instructions when Directory is ready)

STUDENT PAPERS CONTESTS. A leaflet catering to the immediate interest of Students who wish to enter papers contests is again available. (Samples, quantity orders, Mrs. Emma White)

COMMITTEE COMMON LORE - III-B. E. E. editor's informal treatment of Rules of Order, as an aid to expediting committee business, begins as the Green-Paper Supplement. On account of length, it has been divided. The concluding part will go out with E. E. 15, Feb. '68. (Copies, Audrey van Dort)

IEEE SPECTRUM. Chairmen and others, active in IEEE, do well to keep 12 past issues of Spectrum at hand, as well as the matching 6 of E. E. We draw attention to Spectrum about n times per E. E., but we do not duplicate what Spectrum prints. Know your Spectrum.

SPEAKERS DIRECTORY. The familiar canary-yellow Supplement, included with each issue since E. E. 9, Feb. '67, does not appear with this one, it having entered a clinic for check-up. Readers who have saved the five Supplements for inspiration and reference in devising future meetings-and-papers are hoping that "it's nothing that a little rest won't cure." (Jack Kinn, M. D.; Emily Sirjane, R. N.)

SECTION MANUAL. E. E. 11, June, p. 4, carried advance notice of a new "Section Operating Guide," then in draft stage, under review. It has been decided not to issue it separately but to make it part of the Section Manual when revised.

BLANKET PERMISSION TO REPRINT. To editors of all IEEE periodicals, including Group, Chapter, and Section newsletters, permission is granted hereby to reprint, digest, paraphrase, or expand any item in E. E. Remove quotation marks if quoted matter is changed.

If you can, give item a local slant, for direct appeal. We note that Philadelphia's "Almanack" ends items with "RING" (meaning "telephone"), then names the person in the Section best informed on the subject, and his phone number. "Loaded for action."

TOP-SIDE DEVELOPMENTS

EDUCATION ACTIVITIES BOARD (EAB). Bylaw changes voted by BofD Nov. 2 (see white Supplement) incorporated EAB into the IEEE structure. . . Bylaw 304.2 assigned its appointment and line of report to BofD. . . New Bylaw 306 stated its composition; defined its responsibilities; provided that its chairman be a Director, member of ExecCom, and its Student Activities Coordinator; made chairman of the IEEE Group on Education an ex-officio member of EAB; assigned Student Branches Committee to EAB and renamed it Student Activities Committee.

LONG RANGE PLANNING COMMITTEE (LRPC). Bylaw 304.2 assigned its appointment and line of report to BofD;

deleted Education and Student Branches Committees from ExecCom list. . . 308.9 stated its composition and defined its responsibilities; made the Junior Past President its chairman (see white Supplement).

OTHER BYLAWS CHANGES. 106.1 - specification of Application Forms for admission to IEEE and transfer in grade. . . 106.3 - General Manager to perform certain functions with and for the Admission and Advancement Committee; Bylaw 308.1, now 309.1, amended accordingly. . . 304.2 - Education Committee disbanded. . . 401.8 - Regional Committees ordinarily to name candidates (plural) for Regional Director. (See white Supplement.)

HOSTING VISITORS FROM ABROAD. "Guidelines Concerning the Hosting of Visitors," covering in detail the reception and entertainment of invited participants in IEEE-sponsored meetings from overseas, were issued as a green Supplement to E. E. 9, Feb. '67. Under a modified title, paragraph 1 of the referenced Guidelines has now been rephrased and complemented by new Statement of Policy #2-Q on budgeting funds for the purpose. The modified Guidelines and new Statement of Policy are being distributed as the buff-colored Supplement to this E. E.

INSTITUTION OF ELECTRICAL ENGINEERS, London, (IEE). It was noted in E. E. 13, Oct., p. 6, that IEEE has been negotiating with IEE regarding IEEE's becoming the circulation agent, in the Americas, of Electrical and Electronics Abstracts (Science Abstracts, Series B), prepared in England. Actually the negotiations have involved editorial as well as sales aspects. By action of ExecCom Nov. 1 and agreements reached, IEEE becomes a factor second only to IEE in the publishing as well as distribution of Electrical and Electronics Abstracts (EEA).

EEA will be enlarged by the addition of abstracts of American conference papers not heretofore covered. IEEE may subcontract some of the abstracting and indexing to Engineering Index (EI); discussions are under way to that end.

The agreements with IEE also envision cooperative development of future products other than EEA, notably magnetic-tape indexes and abstract files. (Inquiries, Howard Tompkins)

IEEE WITHDRAWS FROM ENGINEERS JOINT COUNCIL (EJC). Participation will terminate at the end of 1967 by decision of August BofD. (Possibility forecast in E. E. 10, Apr., p. 6, inviting comments; E. E. 11, June, p. 4.) See reference, Spectrum, Nov. '67, p. 20.

Beginning in 1968, the interdisciplinary aspects of IEEE's work will be carried out on an ad hoc basis to meet specific needs, with particular engineering and scientific bodies or groups of societies having a common interest. Quoting from a statement by Junior Past President W. G. Shepherd, Mar. 30, '67, objectives "can be accomplished economically and effectively by task forces or committees composed of individuals—experts in the matters involved—who are enthusiastic about accomplishing the task at hand. The National Academy of Engineering and the National Academy of Sciences can identify problems [in the United States] which need the concerted action of the engineering and scientific communities. When these are identified, we are confident that appropriate groups will arise to meet these challenges."

Withdrawal from EJC does not affect IEEE's membership in, or working relationship with, the many other activities concentrated in United Engineering Center. These include sister engineering societies in or associated or affiliated with EJC, or

not connected with EJC; also Engineers Council for Professional Development, United Engineering Trustees, Engineering Foundation, Engineering Societies Library, Engineering Index; and outside the Center, American Society for Engineering Education, the USA Standards Institute, and many others.

DUES TO OUTSIDE ORGANIZATIONS. Within the TAB organization, TAB OpCom is to assume responsibility for approving dues involved in the Outside technical activities of IEEE, usually through Group interests.

"FOR YOUR INFORMATION"

AMONG COLLEGIATES, IEEE IS "IN." From Sept. 1 to Nov. 6, '67, 5,502 new Student and Student Associate membership applications rolled in, as is usual in the Fall: up 21% from 4,536 in comparable period, 1966. Actions speak louder than headlines.

LIFE MEMBER FUND. Life Members, whose dues are waived (Bylaw 109.2), are invited annually "to contribute an equivalent amount (or any amount desired) to the Life Member Fund" for special worthy IEEE projects. The Fund has been used for Student Papers prizes in the Regions, with trips to the March Convention for First Prize winners. Also, \$10,000 a year for 5 years is being allocated to pay expenses of delegates to International Standards Organization meetings. For status of the Fund at Jan. 1, '67, see Spectrum, June '67, p. 101. (Inquiries, contribution cards, Bill Keyes)

COORDINATION OF GROUPS has been assigned to TAB OpCom members, an

average of 4 Groups to each. Particulars of the coordination remain to be worked out.

"GETTING TO KNOW YOU." Spectrum, Dec. '67, p. 92, will print an 8-page article and chart on Institute activities, by General Manager Don Fink, brightly illuminated with photos of staff members. Don't miss this! Never again need you deal with a faceless name. . . The article is an extension of Don's researches, chronicled in his talk at the 2nd Forum of Section chairmen (E. E. 10, Apr. '67, p. 4).

EJC "ENGINEER." IEEE members will receive by mail the November-December '67 issue—the last free copy going with IEEE's year-end-expiring membership in EJC. A notation regarding individual \$2-a-year subscriptions to the bimonthly appears on the title page of each issue.

DONATIONS TO LIBRARIES. Nels Hibshman of IEEE staff, recently retired, has donated to Federal University of Rio de Janeiro his collection of engineering books and periodicals. See Spectrum, December '67, for particulars. The General Manager will be happy to assist members desiring to make similar benefactions to libraries unable to purchase archival material.

STUDENT ASSOCIATE BRANCHES. Erratum. To correct an editorial slip in E. E. 13, Oct., please delete the following words on p. 2, in the 4th, 5th, 6th lines from bottom of column 2: "hence for formation of an Associate Student Branch. (para.) STUDENTS (Continued from p. 1)." The "hence" clause is obviously inconsistent with amended Bylaw 407.4, correctly cited on p. 3, col. 1.

SEARCHLIGHT ON SECTION-STUDENT RELATIONS. A task force in Region 4

concluded that, because of comparative sizes of Sections and Branches, number of Branches per Section, and geographical proximity variables, each Section can claim a unique relationship with the colleges. What works in Pittsburgh may not in Sioux Falls.

Strongest ties were those of Sections which had both a Student and a Counselor on the Section executive committee. Another approach was 3-times-a-year meetings of a Student Activities Committee on which two Section members represented industry and the other members consisted of the Counselor and Branch Chairman from each school in the Section area.

To spark Student attendance at Section meetings, some Sections subsidized part of the cost of Students' meals at the pre-meeting get-together; others invite as guests either Student Branch officers or a pair of Student Members chosen in rotation by lot. Sometimes transportation to meetings is offered Students by Sections.

Nearly half the Sections surveyed held some form of special Section meeting jointly with Students. Most common form was run-off of a prize papers contest. First alternate was the "After Graduation, What?" type of presentation, either by headlined speaker or by panel.

A variant was a panel of recent graduates discussing school-industry transitions, in some cases held on campus; trends, developments, working conditions, prospects, salaries were included in the "Career seminar." Engineer-Student contacts were dramatized in Father-Son Nights.

IEEE's "family" of Units includes Groups, Committees, Boards, Councils, Conferences, Regions, Sections, Subsections, Chapters, Branches, and Headquarters. "Electrical Engineering" (E. E.) helps bring them together.

When E. E. refers to staff members, get full name, assignments, etc., from "IEEE Spectrum"; listed monthly on second page after table of contents. Address them: IEEE, 345 East 47 Street, New York, N.Y. 10017. Or phone Area 212 - 752-6800.

WELCOME ABOARD!

Staff: Marcelino Eleccion, Assistant Editor, IEEE Spectrum. "Marce" comes to us from New York University, where he has been Editor of Publications for the School of Engineering & Science, Dep't of E. E., and Laboratory for Electrosience Research.

New Section: Peru Section

New Group Chapters in Sections:

<u>Section</u>	<u>Chapter</u>
Atlanta	Electromagnetic Compatibility
Baltimore	Communication Technology
Canaveral	Engineering Management
Denver	Engineering Management
French	Computer
Houston	Industry and General Applications
Ottawa	Instrumentation & Measurement
Seattle	Industry and General Applications

Changes in Names of Sections:

<u>New Name</u>	<u>Region</u>	<u>Former Name</u>
Allegheny Mountain	2	Emporium-Ridgway
Switzerland	8	Geneva
Germany (West)	8	West Germany

Changes in Names of Groups:

<u>New Name</u>	<u>Former Name</u>
Man-Machine Systems	Human Factors in Electronics
Vehicular Technology	Vehicular

- end -

Supplements:

- White - Bylaw Changes
- Buff - Hosting Visitors
- Pink - Fellow Nominations
- Green - Committee Common Lore III-B