

ELECTRICAL ENGINEERING®

"THE GAINS of 1967 remain to be consolidated, inched forward, in '68," said E. E. in December.

"Not on the metric system!" exclaimed President MacAdam, tongue in cheek, when he read it. "No more inching for IEEE! Today we move forward with metered tread."

Touché. Amen. In strides of length symbolic—from man's cerebral hemispheres forward, to the farthest span of an out-reaching arm—1 m (39.37 inches).

PRESIDENT HERWALD'S MESSAGE in Jan. '68 IEEE Spectrum, p. 46, sets the pace for the year ahead: enhanced, constantly adjustable, "two-way-street" communications between the individual participating member and the Institute, through whose "whole army of activities . . . it is easier for a member to reach those whom he needs to reach in order to carry on the dialogues that are so essential for his professional work."

The President sees each member as an individual, but not one idly leafing a magazine. Rather he is seen as "one of 160,000 individuals . . . most of them individualists" self-committed to "voluntary servitude . . . participating in IEEE activities and functions . . . putting more in . . . through deeper participation . . . busily writing, organizing, meeting", . . . interested in "communicating," . . . keeping "the information exchange moving . . . using the resources of the Institute . . . matching members' real needs," . . . answering "the needs of as many members as possible," . . . and individually seizing "the value of the enhanced

communications that our Institute provides."

Is the run-of-the-mine member to be a forgotten man? Not in 1968!

TOTAL IEEE MEMBERSHIP on Dec. 31, 1967, stood at 158,217—in the round number no better, no worse than the figure of 160,000 of a year ago. Meanwhile, it had been demonstrated with finality, over a full year, that the organization could count on the backing of its members one-by-one (for that is the way dues are paid) to lift its programs to a high plateau of usefulness and to keep its association of engineers "the biggest in the world."

TO WHAT PURPOSE IS SIZE? To none, in itself. The year-end figure may be interpreted in two ways: either as a measure of the maximum number of persons being benefited on that date; or as a benchmark from which to measure possible failure to serve all who need the benefits. Membership committees tend to look at it the second way. To them a nose-count is just a poll of progress, not a stamp of greatness.

NEEDLES AND PRODS

1968 MEMBERSHIP DRIVE—"Operation GIT." A well worked-up kit has been distributed. A goal of 10% increase in applicable categories has been set, incentives provided. A 6-page folder is replete with ideas, the larger of two brochures is "posh," the smaller one full of meat; Application Forms are ready to sign on the dotted line.

But Section Membership Committees are overlooking a bet if they don't go into a huddle with the blue folder to see that they've drained the material of all its potentials. For example, Section H of the folder cites special advantages from joining IEEE and the Groups at certain times of the calendar year. An earnest huddle would bring out the fact that a March drive for memberships effective April 1 is the financial pushover of the year, hence the month of most promise to mount a full-blown campaign. Second-best is a September drive for October 1 memberships.

The literature sells IEEE-wide advantages of membership, but leaves to local Sections and Chapters the whetting of prospects' yen to fit into the local scene. So it is most desirable to support an applicant's joining the Institute with a feeling that he is wanted where the local action is. His in-plant confreres, who in ordinary course are the ones who invite him to join, ought to have a plan to accompany him to a few Section and Chapter meetings, (perhaps to a conference), and introduce him around, before they leave him alone to find his place in the new environment.

This is a good assignment for a respected old-timer to give a young comer a shove. Organize accordingly. (Kit and extra supplies, Emily Sirjane).

NOMINATIONS FOR IEEE AWARDS. For urgency behind the Invitation to Nominate, see E. E. 14, Dec. '67, p. 3; for Awards details see IEEE Spectrum, Nov. '67 pp. 16, 17.

The Awards Committee suggests Section, Group chairmen appoint survey committees to originate nominations. Final dates: Field Awards, April 1; Medal of Honor and Major Annual Awards, June 1; Prize Paper Awards, Sept. 15. If your fiscal year is such that the Awards Board brochure and packet of Forms, sent all Section, Group chairmen Nov. 1, went to your predecessor and you do not have them, ask for replacement. (Packets, brochures; recommendation Forms (specify Award), Una Lennon)

A THIRD-GENERATION COMPUTER has been ordered for delivery to IEEE in March '69. It will be disc-oriented with remote terminal capability, programmed in COBOL.

In Dec. '67 an 8-point questionnaire was sent all Sections asking detailed information which, when furnished, will permit of planning various compilations of Section records and information ideally to be furnished through the new equipment. Returns have been slow coming in. Kindly expedite. (Correspondence, Bill Keyes)

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>	
<i>Elected by Assembly</i>			
1 Seymour W. Herwald President 1968-70 1968 †	1 James H. Mulligan, Jr. Vice President 1968 *†	1 Harry R. Mimno 2 John G. Brainerd 3 Robert G. Elliott 4 David M. Hodgkin 5 William T. Sumerlin 6 Stanley F. Kaisal 7 Robert H. Tanner 8 Robert C. G. Williams 9 Francisco A. Hawley	1968-69 1967-68 1968-69 1967-68 1968-69 1967-68 1968-69 1967-68 1968-69
2 Lynn C. Holmes Vice President 1968 †	2 F. Karl Willenbrock Vice President 1968 *†	3 Fritz E. Borgnis 4 Glenn A. Fowler 5 Robert W. Gillette 6 William H. Huggins	1968 1968 1968 1968
3 William G. Shepherd Senior Past President 1966-68 1968 *†	3 John N. Shive 4 Shigeo Shima Director Region 10 1968 *	EXECUTIVE COMMITTEE	
4 Walter K. MacAdam Junior Past President 1967-69 1968		Herwald	Finance
5 Edwin L. Harder 1966-68		Chestnut	Employee Benefits
6 John G. Truxal 1966-68		Harder	Awards
7 Harold Chestnut Treasurer 1967-69 1968 *†		Holmes	History
8 Edward E. David, Jr. 1967-69			Sections
9 Hubert Heffner 1968-70		MacAdam	Membership & Transfers
10 Charles F. Savage 1968-70			Admission & Advancement
			Long Range Planning
			Bylaws
			Internal Communications
		Mulligan	Technical Activities
		Shepherd	Intersociety Relations
			Nominations & Appointments
			Professional Relations
		Shive	Educational Activities
		Willenbrock	Publication Activities

DIRECTORS EMERITUS

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

*Elected by the 1968 Assembly to these positions.
†Corporate Officers.

III-B—RULES OF ORDER (Concluded)

THE MOTIONS

Purpose F. TO CONSIDER A SECOND TIME

F. 1. TAKE from the TABLE (ROR pp 154-156)
Example a - Take from Table at same meeting as Laid on Table.
P: "Mr. Chairman, I move we Take from the Table the matter of _____." O: "Second." The Chair (Ch:) "The purpose of the vote to Lay on the Table has been satisfied; that is, that Question has been set aside in favor of disposing of another or other items of business. There being no Motion now pending, and other conditions (ROR pp 154, 155) being met, the Chair finds the Motion to Take from the Table to be in order and to take precedence over new Main Motions. However it would yield to a Call for Orders of the Day (a demand that Agenda be followed). A negative vote on Take from the Table causes the Question to continue to lie there; an affirmative vote brings up the Question and all adhering Motions. On the Motion to Take from the Table, all in favor say Aye," etc.

Example b - Take from Table per Agenda of Following meeting.
Ch: "Next order of business (Agenda Item # ___) is to Take from the Table the matter of _____. The Question, as amended, when Laid on the Table was _____. Also pending was a second-degree Amendment of _____ reading _____, upon which a Motion for the Previous Question had been placed before Tabling. The Previous Question was exhausted between meetings and no longer adheres (ROR pp 105 116 156). The immediately Pending Question is on the second-degree Amendment. Are you ready for the Question?"

Example c - Take from Table, agendum considered out of turn.
R: "Agenda Item # ___ is to Take from Table the matter of _____. I think we should reach that Question right away, and so move." "Second." Ch: "Take from Table has no special status in the Order of Business. Does any member object to immediate consideration of Agenda Item # ___ by General Consent? . . . (Pause) . . . There is no objection." (Note: If there had been objection, recourse might have been taken to Suspend the Rules, requiring 2/3 vote.)

F. 2. RECONSIDER (ROR pp 156-165) S: "I move we Reconsider our affirmative vote of half an hour ago on the Question of _____. In my opinion it needs an important Amendment which I shall offer." "Second." Ch: "There is a long list of Motions not subject to Reconsideration (ROR pp 158 159) but the Main Motion at issue here does qualify, and the gentleman is in order in interrupting the speaker on the Pending Question (ROR 156). Debate and vote on the Motion to Reconsider, however, will have to

await disposition of the Pending Question. The Secretary will make a note . . . (Later) . . . Ch: "It has been duly moved and seconded that the Question of _____ be Reconsidered. This Motion itself cannot be amended, nor can it be repeated except by General Consent (ROR p 158 162). The Motion to Reconsider is debatable because the Main Question to which it applies was debatable. The Question is: 'Shall the assembly Reconsider its former vote?' A simple majority on this Motion will reopen the Main Question to Amendment and debate. Are you ready for the Question?". . . (later) . . . (Alt. A) Ch: "The Ayes have it. The Question before the assembly is exactly the same as it was before the vote this morning, namely _____. Are you ready for the Question?". . . (Alt. B) Ch: "The Noes have it. The Motion to Reconsider fails. Next item of business is _____. " (Note: A Motion to Reconsider is not in order at a meeting subsequent to that at which the action was originally taken. However, in a small committee, Motions to Reconsider apply from meeting to meeting (ROR p 213). To prevent reversing of action at a subsequent meeting without full knowledge of that possibility on the part of all members who originally voted affirmatively, a 2/3 vote, or prior notice of Reconsideration, is required (ROR p 213).)

F. 3. RESCIND, Repeal, Annul, Expunge (ROR pp 169 170) T : "I move to Rescind the action taken at our meeting of _____ approving _____, in order to clear the way for superseding action." "Second." Ch: "This is the proper Motion to modify action taken at a preceding meeting (rather than Reconsider). If voted affirmatively, though, it can Rescind only the presently unexecuted parts of the action: we cannot undo things already done as a result of our original action (ROR p 170) . . . Since the Motion to Rescind was not placed in the Agenda, it will require a 2/3 vote to make it effective. If voted down, it may be Reconsidered; if acted upon affirmatively, the vote to Rescind cannot be Reconsidered. A motion to Rescind is amendable and the original approved Question may be debated along with it. . . Are you ready for the Question? . . . All in favor, rise," etc. . . The previous action is Rescinded. The Chair will entertain a Main Motion, if any, on this subject."

F. 4. RATIFY (or Censure) Action Taken (ROR p 173) U : "I move to Ratify (Censure) the emergency action, noted in the Minutes, taken at the (Date) meeting, in the absence of a Quorum at that time." "Second." Ch: "Since the Bylaws were not violated, the Motion to Ratify is in order. It is a Main Motion, except that debate extends to the merits of the Question Ratified (Censured). In addition to confirming interim action taken, Amendments, if desired, may run to the disposition of the as-yet-unexecuted parts of the action. . . Are you ready for the Question?"

F. 5. RENEW Motion (ROR p 161) V : "I move that _____. At our January meeting a practically identical Motion was voted down, 8 Noes to 5 Ayes. By now, I think, some of the affirmative voters have

come to look upon the vote as a mistake. I now Renew the Motion." "Second." Ch: "The Rules of Order, in order to prevent dilatory or obstructionist tactics, admit of no Motions to Renew a lost Motion at the same meeting, and severely restrict them at subsequent meetings in cases where their proponents choose to ignore the notice afforded all members by having the matter appear in the Agenda. However, the Chair finds the present Renewal of Motion to be in order. It will be handled as an original Main Motion, now reading _____. Are you ready for the Question?"

Purpose G. TO ALTER THE PLANNED AGENDA

G. 1. Demand that the AGENDA be Followed ("Call for ORDERS of the DAY") (ROR pp 68-70, 261) Y (interrupting W who is making a Main Motion): "Mr. Chairman, I see no reason for skipping Agenda Item #9, and demand that the Agenda be followed." Ch: "The gentleman's interruption is in order. However, he may have been absent at the outset of the meeting, when the Chair stated that the Agenda might prove to be too long to be covered. It seemed then that we should reserve plenty of time for Item 16 and for New Business, Item 24. The Chair accordingly proposed deferring Items 9, 21, 23 until next meeting or the end of this one. Objection was invited, but there was General Consent. Under those circumstances do you wish to press your Call for Orders of the Day?" Y : "I was unavoidably detained. If I had been present, I would have withheld consent to bypassing Item #9 in its scheduled place. I therefore call for Orders of the Day." Ch: "This Motion is privileged, needs no Second, and will be put at once in the affirmative. A 2/3 vote in the Negative is necessary to prevent the Agenda from reverting to its original printed form. Members are not bound by their former silence on Request for General Consent (ROR p 193). The Question is : Shall Item #9 be taken up at once and #21 and #23 in their originally scheduled turn? Those in favor, raise hands and be counted. . . Lower. . . Those opposed, raise hands. . . Lower . . . There are three affirmative, 10 negative votes. The Noes have it, with more than 2/3 of the votes. Consideration of Items #9, 21, 23 will be deferred, as voted by General Consent. Next Business is Item #10. Mr. W will repeat his Motion."

G. 2. Make a GENERAL ORDER (ROR p 72) Ch: "By vote at last meeting the matter of _____ was made a General Order for this meeting after we had received a delegation supporting the Resolution. The delegation having departed, and there being no Motion pending, the Chair will entertain a Motion on the subject informally discussed while the delegation was present and immediately thereafter."

G. 3. Make a SPECIAL ORDER (ROR p 73) Ch: "By vote at last meeting the Question of _____ was Postponed and by 2/3 vote was made a Special Order for 2 p. m. today. The hour has arrived. The Chair will entertain a Motion to Postpone the Pending Question until the Special Order has been carried out (Line E-1) . . . (Voted to Postpone to Time Certain) . . . The Resolution which is the subject of the Special Order reads as follows _____. Question is as to adoption of the Resolution. Are you ready for the Question?"

G. 4. Take Up a Question OUT of its PROPER ORDER (ROR p 71)
Example a - Ch: "The Chair has learned that Mr. A has unexpectedly been called upon to leave, and he has a matter of New Business he wishes to introduce. Is there General Consent to his bringing up the matter at this time? . . . (Alt. A) No objection having been made, the Chair recognizes Mr. A. (Alt. B) B : "I would prefer to let all New Business wait until we have dealt with pressing matters."
C: "Until we have heard A we are hardly in a position to judge how pressing his subject is. I think he should be heard right now. I move to Suspend the Rules so that he may be heard." Ch: "The Rules may be Suspended by 2/3 vote," etc. (See Line H. 3.)

Example b - Ch: The Chair is constrained to rule this Main Motion by Mr. D Out of Order because it is more properly classified as New Business (which we have not reached), in that there should be advance notice to absentees, and preparation such as might occur between meetings. Unless overruled on Appeal, the Chair finds that the Motion must await New Business . . . (pause) . . . The Chair so rules. Mr. D and the Secretary will make sure the subject is brought up under New Business.

G. 5. TAKE A RECESS While Question Pends (ROR p 64) E: "This debate is getting us nowhere. I move we Take a Recess now, running into the scheduled luncheon recess, for purposes of informal discussion and caucus." "Second." Ch: "This Motion to Take a Recess has priority over all others now before us, is not debatable but is amendable as to duration of recess at either end or both ends. Is such an Amendment offered? . . . (pause) . . . All in favor of Taking a Recess from now until 2 p. m., say Aye," etc.

G. 6. Peremptorily to ADJOURN (ROR p 60)(Cf. Line B. 16 - Plan to Adjourn) F: "I move we Adjourn." (Alt. A) Ch: "Since the date of reconvening has been determined and will be confirmed in the Minutes, and since the Chair has no announcements to make of further business which should be handled at this meeting, the Motion to Adjourn is in order, takes precedence without debate or amendment, and will be put at once. Members are, of course, privileged to vote Aye or No; and if the Noes prevail, further business must be transacted or progress made on the Pending Question before another Motion to Adjourn can be enter-

tained by the Chair. All in favor of immediate adjournment say Aye," etc. (Alt. B) Ch: "The Chair will first ask for a Motion having required priority to Fix Time for Reconvening. We mustn't saw off the limb we're sitting on." (Alt. C) Ch: "Since the Chair was in the process of putting Question to vote when the Motion to Adjourn was offered, The Motion to Adjourn is held to be Out of Order until the result of the vote has been announced. The Motion to Adjourn will then be entertained."

G. 7. FIX TIME of Reconvening after Adjournment (ROR pp 59 60)
G: "I move that when we adjourn it be until March 23 at the usual place, subject to prior call by the Chairman." Ch: "This Motion to Fix Time takes priority over all others including the Motion to Adjourn, and is in order because no earlier date has hitherto been set. The Motion may be Amended as to date and place. Do I hear any such Amendment? . . . All in favor of Time Fixed for Reconvening say Aye," etc. . . . Do I hear the Motion to Adjourn?" (Line G. 6.)

G. 8. UNFINISHED BUSINESS (ROR pp 62 209) H: "I move we Adjourn." Ch: "I call attention to the matter of _____ Which requires action before adjournment. The Rules of Order provide that upon statement of that fact by the Chair, the mover should withdraw his Motion to Adjourn (Line B. 6.). . . The Chair will consider it withdrawn. If there is no objection the Pending Question will be Laid on the Table so that the Action matter may be taken up; upon its disposal, the unfinished Question may be Taken from the Table or a Motion made to Adjourn. Will the Secretary brief us on the Action matter, please, and perhaps tell us what he thinks should be done as a stop-gap procedure?"

(Note: At the final committee meeting of the year, adjournment should not be voted until the Chair has made the following announcement: Ch: "Rules of Order provide (ROR pp 110 209) that all Unfinished Business and Motions Laid on the Table fall to the ground when the committee, as newly constituted, takes over January first. This, then, is your last opportunity to act upon any item of Unfinished Business of Take any Item from the Table. If you wish, we can Consider Informally before the Chair puts the Motion to Adjourn. As information, The Secretary and (new) chairman will prepare an Agenda for the first meeting of 19__, subject to critical approval of the new assembly as an initial Order of Business." K: "I Move that we do adjourn." Ch: "All in favor say Aye," etc.

Purpose H. TO EXPEDITE BUSINESS

General Note: Stafford says: "[A chairman] at any other time is just one of the boys, but when a meeting is called to order his office endows him with prestige, power, and responsibility of which he should be fully aware and which he should (as pleasantly as possible) be sure that every one else present recognizes."

Most dilemmas in expediting business arise from the Chair's having permitted speakers to wander afield from Pending Questions. Re-read Green Paper III-A, Oct. '67, p. 6 ff - The Chair as Moderator; also see ROR pp 240-244, especially p. 240 on misguided participation in debate by the Chair (except in small committees (ROR p 213)).

The Chair constantly is faced with the necessity of detecting and suppressing wordiness and repetitiousness. Offenders to a degree may be kept in bounds by having recognition withheld; by insistence upon their speaking to the Immediately Pending Question (ROR p 23); and by the Chair's communicating "hints" to speakers by "restraining his gavel," by looking at his watch and the clock - anything short of biting his fingernails - or by actually interrupting speakers to admonish them.

- H. 1. Consider INFORMALLY (ROR pp 125 234 132) L : "I move that the Pending Question be Considered Informally." "Second." Ch : "This Motion cannot be Amended or Reconsidered but is debatable. If voted Aye, the effect is to expedite consideration by freeing debate, in which the Chair may also participate (ROR 213). Are you ready for the Question? . . . All in favor, say Aye," etc. . . . "The Ayes have it, the Question may be discussed informally. The objective is to dispose of the Question. Informal Consideration ceases when the Question has been disposed of in some way by vote."

Notes: Informal Consideration is used constantly in small committees. Informality must be permitted to dilute the authority of the Chair as moderator. It permits of freer revision of a Motion than the process of Amendment in some cases or substitution of a different Motion. Debate may precede the framing of the Motion finally voted, instead of vice versa.

Under Informal Consideration an obstreperous advocate may be dealt with: (a) "Mr. M, do you have some specific recommendation to make?" (b) "Can your point be met by rephrasing the Motion?" (c) "We have no binding Motion before us which cannot be changed. Will you make one that someone can Second?"

Applications of Informal Consideration are to be found in Lines C. 6, G. 8.

- H. 2. Proceed by GENERAL CONSENT (ROR pp 198 201 32 90 106 183)

Example a - N : "I move that by General Consent we proceed to Item #13 of the Agenda." (ROR p 87) Ch : "To expedite business this assembly may proceed to anything by General Consent, that is, by unanimous vote or by the consent given by silence when (as they are not in this instance when we are merely ordering the business for the sake of those present) or unless the right to a secret vote by any member is abrogated (ROR p 193). Does any member object to going next to Item #13? . . . There is General Consent so to proceed."

Example b - O : "I demand to be recognized. The Chair is obviously prejudiced against my being heard." Ch : "The Chair chooses to ignore the reproach: it was exercising its prerogative not to recognize the speaker. Mr. O may be heard by General Consent of the assembly, the Chair not voting. (Alt. A) P : "Mr. Chairman, I claim the floor." Ch : "The Chair recognizes Mr. P, whose claim to the floor deprives Mr. O of General Consent." (Alt. B) Ch : "Members in favor of hearing Mr. O, say Aye . . . Those opposed, say No . . . The vote in favor is not unanimous. The member will not be recognized at this time." (or) Ch : "There is no dissent. In behalf of the assembly the Chair recognizes Mr. O."

Example c - Q : "I move General Consent to waive the usual two-weeks' notice so that we may proceed to vote Amendment of Bylaw 23 at this meeting. Time is pressing." Ch : "The Motion is Out of Order. Rights of absentees to proper notice would thereby be left unprotected, even though unanimous consent were to be found here (ROR p 85)."

Example d - R : "I move that, to expedite the matter, by General Consent we waive the rules requiring election of next year's chairman to be by secret ballot, and that we now elect Mr. X by unanimous acclamation." Ch : "The Motion is Out of Order. The purpose of a secret ballot is not for greater accuracy, compared, say, with a Roll Call or a Standing Vote with names recorded, but to protect voters against revelation of their votes. (ROR p. 86). The tribute of unanimity in an election comes with more acclaim when voted by secret ballot than by acclamation."

Other examples of General Consent will be found in Lines A. 6, C. 7, F. 1 (example c), F. 2, G. 1, G. 4 (examples a, b). The Chair frequently proceeds as though by General Consent: in receiving Reports or communications without a Motion (ROR p 25); in approving Minutes, in the absence of corrections (ROR p 199); in Dividing a Question (ROR p. 90); in dispensing with a Second when it is apparent that seconds are easily come by; in "avoiding the formality of Motions and voting in routine business and on questions of little importance, the Chair assuming General Consent until someone objects" (ROR 198). In smaller committees Rules of Order are considerable relaxed (ROR pp 212-214) and General Consent, represented by absence of dissent, is frequently resorted to.

Procedure by Consensus. Informality reaches an extreme when conclusions are reached in discussion without a Motion's having been made and without a vote. As noted in Green Paper III-B, Dec. '67, p. 1, the Chair, for the information of absentees reading the Minutes and of participants, to refresh their memories, is obligated to summarize, and the Secretary to record, the consensus reached, if any, before taking up other business, thus: Ch : "The consensus of this meeting appears to be that _____. Is there any dissent? . . (pause) . . (Alt. A) The Minutes will show that it was so agreed after general discussion and without dissent . . . (Alt. B) There is dissent. The Chair will entertain

a Main Motion . . (pause) . . I hear no Motion. The subject will not appear in the Minutes unless a Main Motion is made. Next business is ____."

- H. 3. SUSPENSION OF RULES (ROR pp 83 ff, 226) Q : "I move to Suspend the Rules and hear at this time the report and recommendations of ____ Committee instead of awaiting its turn under Reports of Committees." "Second." Ch: "The Motion is in order, since, though a Motion is pending, no one has the floor. Applied to variations from Agenda sequences, a motion to Suspend the Rules is about the same as a Motion for General Consent, except that a 2/3 vote, instead of unanimity, suffices. Hearing no Motions to which it would yield, the Chair will put the Question forthwith. All in favor of Suspending the Rules and hearing from ____ Committee, stand and be counted," etc. (Later) Ch: "The Chair recognizes Mr. Q through whom the committee will present its report at this time."

Note: When Rules are Suspended, the object must be specified. Suspended Rules usually relate to priorities, procedures, admission to meetings, and Rules of Order. Example, Line. G. 4.

- H. 4. UNDEBATABLE AND UNAMENDABLE SITUATIONS. There is a list of Motions which, in the interests of dispatch, are Undebatable (ROR p 186) and another list of Motions which are Unamendable (ROR p 146). Certain Motions appear on both lists. On all such Motions the Chair does not ask "Are you ready for the Question?" and by the question invite debate and/or amendment, but puts the Question to vote without undue delay. In the Green Papers, the Chair has usually been shown preceding the putting of the Question with an explanation of effects. Inquiries as to the effect of affirmative and negative votes, and brief suggestions, are permitted when such will add dispatch to the business (ROR p 186), but no more than helpful delay is permitted in putting Undebatable or Unamendable Questions.

- H. 5. To LIMIT, CLOSE, or EXTEND DEBATE (ROR pp 118-119, 183)
Note - In small committees these Motions would not be entertained (ROR p 212). In larger IEEE committees or boards such Motions would probably be pertinent only in the rare cases where temporary rules limiting debate had been voted.

Examples - Informal Handling by Chair. a) Lack of participation. Ch: "We haven't heard from Mr. R on this subject . . . Mr. R ?" Ch: "This is too significant a matter to be deferred until next meeting. Mr. T, may we have your comments?" Ch: "Evidently we are going to have to prime this pump to get it started. Are there any volunteers?" Ch: "Apparently there is no interest in this Item of the Agenda. Unless some member wishes to speak . . (pause) . . the Secretary will record the fact that the Agenda item came up but by agreement was dropped without action (discussion)." b) Too talkative "repeaters." Ch: "The Chair feels that without voluntary curtailment of

speeches we shall not complete our Agenda, including New Business." Ch: "There are several who have not had a chance to be heard. May we not hear first from them?" Ch: "Not all Agenda items are of equal importance, and this one has had more than its share of attention. In a couple of minutes the Chair will assume that you are ready for the Question."

Example - Formal Motion to close debate. S : "I move that further debate on this Question be concluded after 10 minutes' more discussion, and that the Chair apportion most of it to persons who have not spoken and who wish to be heard." "Second." Ch: "If there is no objection the Chair will combine the Motion to Close Debate with a call for the Previous Question (Line D. 2) at the end of the 10-minute period, since both Motions require 2/3 vote and both are undebatable. Before combining the Questions, may I first have a show of hands of those who have not spoken but wish to speak on the Pending Question, which is _____. Please raise hands; lower. Three members are counted. Two minutes will be allotted to each. The remaining four minutes will be reserved for further recognitions by the Chair, one minute or less to each speaker recognized. The Question is now put as to the adoption of that timetable and at its conclusion to consider the Previous Question as having been put, calling for immediate vote on the Question and its adhering Motions. All in favor, rise," etc.

- H. 6. To DISCHARGE a Committee (ROR pp 133 219) T : "I move that the committee to which was referred the Question of _____ for study and recommendations be discharged from further consideration and that the Question be taken up at an appropriate time during this session, at the discretion of the Chair." "Second." Ch: "Since the force of this Motion is to Rescind action heretofore taken, it will require a 2/3 affirmative vote to become effective. Debate on the Motion to Discharge may include debate on the eventual disposition of the Question. Are you ready for the Question on Discharge?"

Note - If the defaulting committee is an Ad Hoc Committee, affirmative action on this Motion dissolves the committee as well as discharges it from consideration of the committed matter.

- H. 7. To Dispense with DILATORY, Absurd, Frivolous Motions (ROR p 174) Ch: "Rules of Order provide that the Chair may protect the assembly from misuse of parliamentary procedures by a minority whose objective is to impede progress. The Chair announces that it will not give further recognition to members of a minority for reiterative Questions of Order (or Appeals from decisions of the Chair, Calls for Divisions of the Assembly, Motions to Lay on the Table, to Adjourn, and offering absurd Amendments)."

Purpose I. TO INTRODUCE A REQUEST

(Note - Motions, Request, etc., under Purpose I take certain priority. See Note under I. 1, Example a.)

I. 1.

Question of PRIVILEGE of the Assembly (ROR pp 66 182)

Example a - U : "I rise to a Question of Privilege affecting the Assembly." Ch: "The gentleman will state his Question." U : "The glare from the south window is intolerable to the members who have to face it." Ch: "The Secretary will see to the lowering of the blinds and turning on the lights."

Note: Similar complaints relating to comfort involve heating, ventilation, drafts, air-conditioning, ice-water, hotel service, level of speech (see Line A. 4), microphone-amplifier, external noise, excessive talking, whispering, conduct of reporters, accuracy of published reports. Such Motions require no Second; they have high priority in coming before the Chair but thereupon are handled as Main Motions subject to debate, amendment, etc. The Chair decides, subject to Appeal by any two members, whether a Question of Privilege must wait until the speaker having the floor has finished speaking.

Example b - (Alt. A) Ch : "Your chairman has views on the Pending Question which he wishes to express. The vice chairman will please take the Chair until the Question is voted upon or otherwise disposed of." (Alt. B) Ch: "In keeping with the informality of our proceedings, the Chair will take the liberty of expressing his own views, which are as follows: _____."

I. 2.

Question of PERSONAL PRIVILEGE (ROR pp 66 104) V : "I

rise to a Question of Personal Privilege." Ch: "The gentleman will state his Question." V : "During the recess I learned to my amazement that although accredited to this committee as an 'ex-officio' member, I shall have no vote." Ch: "The gentleman has been misinformed. By the very nature of automatic appointment to this assembly by virtue of chairmanship of its _____ committee, during the term of your chairmanship you enjoy full privileges here including voting, you are counted in the Quorum, and assume full responsibilities as a member. The misinformation you were given may have come about because of lack of an express provision covering your voting status in our Bylaws. When our Bylaws are silent on a specific Rule of Order, they provide that Robert's Rules of Order Revised (ROR) shall control. ROR p 210 says ex-officio members are the same as other members, the one exception being the President (in this case, of IEEE) who, though an ex-officio member of all committees, does not vote or constitute part of the Quorum of any particular one except as expressly provided in the Bylaws."

I. 3.

Request for INFORMATION (ROR pp 99, 181) W : "I should like to ask Mr. F a question, as information" (or "I rise for Information.") Ch: "You may address your question to the Chair. Mr. F may answer." W : "I am confused by the use of alphabetic shorthand to designate international bodies. In the Motion, who is 'URSI' and how is it related to IEEE?"

I. 4.

PARLIAMENTARY INQUIRY (ROR p 98)

Note: It will be found, in IEEE, that strict conformity with parliamentary dictum is followed only under special circumstances. Abject dependence upon the rule-book would hinder rather than help the vast majority of meetings. Accordingly, appointment of a parliamentarian is rare. Something is to be said in favor of the Chair's interpreting Rules of Order himself, in keeping with his authority. Familiarity with ROR is ordinarily all that is needed, as these Green Papers indicate.

Example : Y : "I rise to make a Parliamentary Inquiry." Ch: "The gentleman may raise his question." "What can we do to get the Pending Question out of our hair? I don't say we ought to kill it or forget it, but it has just taken too much of our time and we ought to get on with the business." Ch: "Try a Motion to Lay on the Table. The worst you can do is lose. The Motion has high priority. If the majority votes with you, it amounts to putting consideration of this Question aside until some other business has been transacted, whereupon it may be revived on Motion to Take from the Table. Or, if not revived, it will go over to next meeting. It needn't die." (Line E. 2)

Other examples of Parliamentary Inquiry have been given in Lines A-5 (Point of Order); I. 2 (Ex-officio Votes). A much inferior approach to the impasse of the example above is given in Line J. 5.

I. 5.

Request to READ PAPERS (ROR p 101) A (noting that Z is reading from papers at some length): "Mr. Chairman, I protest the gentleman's reading from papers." Ch: "The point of order is well taken because reading is sometimes used as a parliamentary obstruction; but the assembly may grant permission if requested." Z : "I beg the Chair's pardon, and move for permission to continue reading. I am not an accomplished speaker and have timed this presentation at 4 minutes over all, if read. Otherwise it will take longer." "I second the request." Ch : "All in favor of Z's continuing to read, say Aye," etc.

I. 6.

Request to be EXCUSED from a DUTY (ROR p 102) A : "I appreciate the confidence implied in nominating me for chairman of the _____ Ad Hoc Committee, but cannot serve." Ch : "Each person is best judge of his availability for office. Mr. A's wishes will be respected. No vote is necessary. The vacancy is open: other nominations, please."

Purpose J. TO MAKE A PROTEST

J. 1. Call for DIVISION of the ASSEMBLY (ROR pp 95 96 190). Voices, after show-of-hands vote: "Division," "Division!" Ch: An accurate "Division of the Assembly by Ayes and Noes" is called for, to establish the validity of the Chair's report of the result of the voice-vote (or show of hands) just taken. (Line B. 10, Alt. C.) The Pending Question is the Call for a Division: members satisfied with the result announced by the Chair will vote No; those demanding a recount will vote Aye. I put the Question: Shall there be a Division of Votes? All in favor, say Aye," etc. . . The Ayes have it: a Division is called for. May we Consider Informally whether to go to Ballot, Roll Call, of Standing Vote. . . (later) . . The Secretary will call the roll and record the vote on the Question: . . . The result of the voting is 8 Ayes and 7 Noes. The Chair waives his right to vote a tie and cause the Motion to fail. The Ayes have it. The Motion is adopted. Next business is ____."

J. 2. APPEAL from Decision of the Chair (ROR pp 78 81) B : "I Appeal from this Decision of the Chair." C : "I second the Appeal." Ch: "No business having intervened, and the Appeal being Seconded, the Appeal is in order. The Question at issue was: _____; the reason for the Chair's decision was _____. The immediately Pending Question is 'Shall the decision of the Chair stand as the judgement of the assembly?' The Motion is not amendable but may be debated. An affirmative majority will sustain the Chair's decision; in the event of a tie, the Chair will vote Aye to confirm his own judgement. Are you ready for the Question? . . (later) . . The Ayes have it, the Chair's ruling stands confirmed . . (or) . . The Noes have it, the Chair's decision is reversed. On the Question, therefore, the result is that it (failed) (was adopted) by will of the assembly."

J. 3. POINT OF ORDER pertaining to PROCEDURE (ROR p 78) D : "I rise to direct attention to the fact that when Mr. E , who is putting on his coat, leaves, we shall have no Quorum present. Ch: "The point is well taken. Mr. E , can you possibly tarry a moment? We operate with a standard Quorum: a majority (8) of the committee membership (15), the chairman being counted in both cases if present, and as a member whether present or not. Mr. E , would you care to move to authorize those who remain to act on routine items requiring action, subject to ratification by the assembly by mail ballot or approval of Minutes?" E : "I so move." F : "Second." Ch: "If there is no dissent, it is so ordered . . The Minutes will show 'without dissent.' Thank you, Mr. E . Now, gentlemen, without a Quorum the only valid Motions will be those just authorized and a final Motion to Adjourn. Assuming no objection we shall Consider Informally those matters. And, as you may surmise, after each meeting the Chairman has certain

work to do, to plan to put authorizations into effect, prepare to Commit where we have so voted, and so on. It will be helpful to the chairman if most, if indeed not all, of you can stand by to discuss some of the details. Let's begin by seeing whether anything has been left 'up in the air.'" B : "We didn't extend a vote of thanks to the Convention Committee for courtesies." Ch : "A routine emergency!" etc. (For Quorum, ROR pp 173 258ff)

J. 4. Point of Order—BREACH of RULES (ROR pp 78 82) C : "I rise to a Point of Order." Ch: "The member will state his point." C : "The Motion is directly contradictory to Bylaw 108.7 which says _____" Ch: "The member, when he observes a clear breach of a rule, acts properly in calling attention to the rule and insisting upon its enforcement. I am sure the lapse was unintended. The Motion will be Tabled by General Consent . . (pause) . . R : "I withhold my consent and Appeal the ruling of the Chair. I have made a valid Motion; it was Seconded; the Chair put the Motion; it was being affirmatively supported when attacked on a Point of Order." Ch : "The Chair accepted the validity of the Point of Order, and would look upon an Appeal as Dilatory. This assembly cannot pass Motions palpably in contradiction to Bylaws even by unanimous vote (ROR p 201). Let's agree to Table the Motion, preferably by General Consent but by voting if necessary, so that it may be brought up in next meeting's Agenda. Meanwhile we'll 'consult the oracles' to see what's warranted by way of Amendment of the By-law with which the Motion is in conflict—it will not be the first one to be revised under the pressure of practical operations."

J. 5. Question of ORDER—DECORUM (ROR pp 80 180 ff) Example a - G : " . . I have had to sit here two hours holding my nose in the dust of a lot of desiccated horsefeathers. This isn't the way to run a well-rotted compost pile!" H : "I call the gentleman to Order!" Ch: "The Chair takes note of the Point of Order, and rules that there has been no Breach of Decorum. However, the gentleman will restrain himself and not let his concern over our interfaces with a sister Discipline run away with his judgment again . . . The Question is the first-degree Amendment of the amount: \$800 in the Motion, \$1,100 in the Amendment. Are you ready for the Question?"

Example b - Minor Infractions. a) Ch: "Decorum must be preserved." b) Ch: "Order, please. The gentlemen surely cannot realize that their private huddle is interrupting the meeting. . Proceed, Mr. I ." c) Ch: "Order! The Chair must insist that all members direct their remarks to the Chair, so that each may be recognized, one at a time, and so that each may be heard separately. I recognize Mr. J ."

Example c - Increasingly Serious Lapses. a) Ch: "It is not inappropriate for members to hold dissenting views, but, as Moderator, the Chair must insist that all members direct their remarks to the

the Chair must see that restraint is applied in expressing them.

b) Ch: "The Chair demands order and an apology from both gentlemen!"

c) Ch: "This meeting will be in recess for 10 minutes - that is, until 3:55 p. m."

J. 6. APPEAL relating to DECORUM (ROR pp 80 180)

Notes - When a member arraigns the motives of another, or uses disorderly words, or commits assault, the Breach of Decorum cannot be overlooked by the Chair. Procedures are indicated in ROR pp 181-182. They involve a recording of the words used and acts committed, acknowledgment, denial, apology; sometimes, after bringing up on charges, possible censure or expulsion. Fortunately, in almost all cases, Breaches of Decorum may be smoothed over by the Chair, and the speaker at fault permitted to continue (ROR p 80).

Purpose K. PROCEDURES PERTAINING TO VOTING

The display of the Motions in the form chosen has resulted, perforce, in a scattering of the procedures pertaining to Voting throughout the text and dialog. The following topical outline will serve to index the references by Line number in the text and relate them by page numbers in Robert's Rules of Order Revised:

	<u>Line</u>	<u>ROR, page</u>
Majority Vote.....	B. 10.....	191 202
2/3 Vote	B. 12	204-206
Unanimous Vote		
(General Consent).....	H. 2.....	194 198 202-204
Tie Vote	B. 11	192
Vote of Chair	B. 11	192
Vote of President	I. 2	210
Ex-Officio Members		
Votes.....	I. 2.....	210
Voting for Oneself	C. 7, E. 6	192-193
Voting Against as		
well as For.....	E. 6, J. 1.....	-
Abstentions	B. 10	193
Members' Changing Votes	B. 10	193
Quorum for Voting	J. 3	258-261
Voting on Nominations	E. 6	96-97 129-130
Filling Blanks, Method.....	C. 7.....	148-152
Voice Vote (Viva Voce)	B. 9	188-190
Announcing the Vote	B. 9	41 190-191
Vote in Doubt	B. 10	190
Show (or Count) of Hands	A. 3, B. 10	188 189

<u>Procedure</u>	<u>Line</u>	<u>ROR, page</u>
"Division of Assembly:"		
Rising (or Standing)		
Vote.....	B. 10.....	189
Roll Call ("Yeas and Nays").....	J. 1.....	189 197 198
Paper (or Secret)		
Ballot.....	J. 1.....	189 193-196
Choice of Division	B. 10	190
Mail Ballot	III-A p 12	189 199 200
Telephone Ballot	III-A p 12.....	-

- E N D -
"The Motions"

IV—RECAPITULATION OF THE SERIES

As Supplements to five issues of "Electrical Engineering:" E. E. 11, June 1967, to E. E. 15, February 1968, inclusive, a series of Green Papers on "Committee Common Lore" has been issued.

Although much IEEE official material has been consulted, and unidentified extracts from it have been incorporated, this series remains unofficial—a personal compilation by the editor of E. E. for the encouragement of readers.

The primary objective has been to assist chairmen and other members of IEEE committees (of which the General Manager estimates there are 2,000 committees and chairmen, and 25,000 volunteer members) to discharge effectively the duties they assumed in accepting appointment.

Part I, June, dealt with the general Purposes of committees—why they exist; under aegis of what superior entities they fall; by what Bylaw, Manual, or other instrument they are governed. Featured was an article by Blackmon: a checkchart by which a chairman can self-rate himself as to his background, planning, the organization he is creating, and his overall efficiency.

Part II, August, was concerned with the choice of People appointed to committees—how candidates are evaluated, and how the chances are assessed in advance as to how men will work out if appointed. Much of this material, though not so identified in the article, came from the IEEE Executive Committee's criteria of "availability."

Part III concerned itself with the details of committee Meetings. It appeared in two sections, A and B, and in three installments.

Part III-A, October, covered meetings broadly, drawing upon IEEE and its predecessor societies' years of experience, and finding confirming documentation nearly 500 years old. Topically discussed were invitations to meetings, agenda, seating arrangements, identification and participation of members, the role of chairman, order of business, innovation, voting, mail and telephone balloting, and minutes.

Part III-B, presented in December '67 and February '68, attempted to apply to IEEE situations, the familiar general Rules of Order by which deliberative bodies expedite their work in orderly fashion, and sometimes extricate themselves from unfamiliar procedural situations. The standard Motions were given in the form of explanatory dialog between committee members and the Chair.

Besides giving committee chairmen and members information, the series has also had a not unimportant secondary objective: to stimulate personal ambition to "work up through the chairs" into committees and boards which, though not necessarily more important (for every committee is vital in its role), do have Institute-wide powers, influence, and responsibilities.

It was this secondary objective which accounts for the inclusion of much material in the Green Papers that might have appeared to be redundant, or "far out," in terms of immediate, specific application.

- end -

TECHNICAL PROGRAM has been facelifted, bears little resemblance to former or other conventions. For philosophy, see E. E. 10 Apr. '67, p. 5; Spectrum, Dec., p. 18; news release Jan. 10, '68 (copy, Jack Kinn). . . Papers fewer, all invited, tailored to educational purpose. . . Topics: relatively new fields, interdisciplinary, inter-Group, or of tutorial- survey-type. Program: balanced, of broadening value to everyone. . . Papers' titles, authors, sessions synopsis schedules of sessions, events, all in 48-page Advance Program mailed to members, available. (Copies, Emily Sirjane). For highlights of technical sessions see March '68 Spectrum.

A "Convention Digest" will be sold containing 800-word abstracts of each paper, with illustrations, plus panel presentations.

Forum for Section chairmen, Monday. . . Most Regional Committees meet Tuesday. . . Student Convocation (by invitation) 4 days. . . Certain guest privileges will accrue to Life Members at the convention.

All Section officers, members of Section Executive Committees are invited to meet Staff Directors of headquarters office Wednesday morning, Gibson Suite, Hilton. This is one of the hot items of the Getting-to-Know-You series. The Staff just downright wants to know you. . . Please come. . . Editors of all Section publications will meet to talk shop at a Monday luncheon. Ye, Ed. of E. E. has been invited. Whoopee!

Directors' Reception (invitation) Tuesday. . . Tutorial (fee) courses are shaping up; coupon, Dec. '67 Spectrum, p. 16. . . Two workshops, one with fee. . . Clinch Banquet and Cocktail Party tickets early. Highlight Symposium, Tuesday.

CHALLENGES AND OPPORTUNITIES

FEBRUARY, MARCH are Opportunity Months. . . Under Capricornus and Aquarius seize Challenges and Opportunities, lest under Pisces and Aries they become Needles and Prods.

Year-end turnover in almost all organization units except Sections and conferences has injected new life, new aspirations. . . For some Groups, 1968 is the first year of phase-in between operations and the calendar.

ELECTIONS & APPOINTMENTS CALENDAR (page Q of the blue Statements of Policy, June '67) shows that by April 30 Regional Committees must submit nominations of candidates (plural) for Regional Directors 1969. A reminder in April E. E. would be too late: February-March are the working months. (See Bylaw 401.8, revised Nov. 2, '67-included in white Supplement to E. E. 14, Dec. '67.)

LONG RANGE PLANNING COMMITTEE has organized. Its chairman, Past President MacAdam, solicits items for consideration of the Committee from any IEEE Unit, or member, source. Bill Keyes has been designated its Staff Secretary.

SPEAKERS AVAILABLE. E. E. will publicize names of institutions (if brought to its attention through Jack Kinn) having speakers available for Sections, Chapters, Conferences. Rensselaer Polytechnic Institute, Office of Public Affairs, Troy, N. Y. 12181, publishes a "Speakers Bureau Directory 1967-1968," available on request; Graham W. Zeh, Manager, Speakers Bureau, phone (518)270-6531. . . Automatic Electric Co., Div. of General Telephone & Electronics, Northlake, Ill. 60164, has a list of "Speakers Available for Appropriate Assignments;" John W. Watland, Manager Special Activities, phone (312) 562-7100. . . Interested IEEE Units should make direct approaches.

SPEAKERS DIRECTORY. Canary yellow Supplement to E. E. 13, Oct. '67, p. 3: Pittsburgh; S. T. Friedman, Westinghouse Astronuclear Lab; change of title of address: originally "Flying Saucers—Fact or Fiction?"; hereafter "Flying Saucers are Real."

IEEE BACKS FILM FOR HIGH SCHOOLS. Executive Committee (ExecCom) for IEEE Board of Directors (BofD) approved using a portion of 1967 Educational Activities Fund so that IEEE might join Eta Kappa Nu honorary engineering society as co-sponsor in issuing an updated edition of the career guidance film: "Engineering—The Challenge of the Future." Industry supports the endeavor to the extent of half the budget.

The need and appropriateness of IEEE's helping recruit electrical engineering college freshmen, by direct appeal to high

school seniors and their career counselors, are widely recognized in the Sections.

"YOUR CHALLENGE IN ELECTRICAL ENGINEERING," IEEE's 4-color, 16-page high school guidance brochure, is still available for Section purchase. (See E. E. 7, Oct. '66, p. 4, or write Emily Sirjane.) At request of Engineers Council for Professional Development (ECPD), IEEE has donated 1,000 copies for ECPD to mail to high schools requesting them.

INCREASED U. S. POSTAL RATES for 3rd Class Non-Profit Bulk mailings give impetus to moves under way to shift Section and Group periodical mailings to 2nd Class, to save money and secure faster service. Section Publication Editors were circularized Jan. 4. Attention was called to rather stringent requirements to qualify for 2nd Class Bulk Mail; these appear in IEEE Section Publications Manual, pp. 6-8. (Staff assistance, Ralph Flynn)

COMPUTER AIDED DESIGN ANALYSIS & REALIZABILITY (CADAR). E. E. 10, Apr. '67, p. 2, noted that the New Technical & Scientific Activities Committee (NTSAC) had created a Computer Aided Design Subcommittee to publish CADAR as a newsletter generally available to interested members of several Groups. Particulars were given in Mar. '67 Spectrum, p. 19. On recommendation of TAB OpCom, ExecCom has approved continuation of CADAR in 1968. Non-members of IEEE who received the CADAR publication free in 1967 will be asked to pay in 1968. (Information, Dick Emberson)

CHAPTERS AS LUNCHEON CLUBS? "Idea No. 1, 238." When Group Chapters initially were being dreamed up "on the back of an old envelope," around 1950, one of the ways that W. R. G. Baker visualized them was as "little Rotary" noon luncheon clubs. The hope was that in cities with a known concentration of Group interest—say Audio in the Philadelphia-Camden area—ten, 20, or 30 members active in that specialty would club together as a Chapter, have luncheons every two weeks or so to talk Audio. Such Chapters were not thought of as big—something on the smallish and intimate side,

"cross-fertilized by companies," if you will. It was expected that big-wigs would surround themselves with lesser lights and perform some bootstrap-lifting.

That is why the numerical requirement for starting a Chapter was placed very low, from the outset. Eventually the Chapter movement gravitated toward evening meetings, date conflicts, transportation problems, engineer-widows, flower-children and all. Without reorganizing much, couldn't some Chapter, somewhere, try the luncheon-club approach as an addendum and see how it takes on? Has it been done?

TOP-SIDE AND OTHER DEVELOPMENTS

NEW IEEE BOARD OF DIRECTORS. Comparison of Box, p. 2, this E. E. with that in E. E. 14, Dec. '67, will reveal all year-end changes in BofD and ExecCom. There is a newness in any January Board. Of 1968's 27-man BofD, 13 Directors are new. Of the 6 Corporate Officers, 4 are new. Of the 9-man ExecCom, 4 are new. "Top-side" practices what it preaches in insisting upon the annual infusion of new blood (Bylaws 304.4, .5, .6).

Also, BofD has a democratically-determined base. Of the 27 Directors, 9 stood for election last summer and 10 others had previously been elected by members' ballots. The remaining 8 were appointed by the Jan. 4, 1968 annual Assembly. (But the annual Assembly itself was entirely derived by election, consisting of 10 Delegates-at-Large and 9 Regional Delegates whose names appear in the columns, of the Box, headed "Directors-at-Large Elected by members" and "Regional Directors Elected by Regional members.")

Among the 27 Directors there is also wide geographical and occupational dispersion. Nine educators form the largest occupational category, from Buffalo, Harvard, Johns Hopkins, Minnesota, New York U., Pennsylvania, Polytechnic of Brooklyn, Stanford, and Technology of Zurich; the 18 others occupy key positions in manufacturing, the communication and power utilities, and industrial institutions, ranging the United States, Canada, Mexico, England, and Japan.

THE EXECUTIVE COMMITTEE was appointed by BofD Jan. 4 (composition:

III-B—RULES OF ORDER (Concluded)

THE MOTIONS

Purpose F. TO CONSIDER A SECOND TIME

- F. 1. TAKE from the TABLE (ROR pp 154-156)
Example a - Take from Table at same meeting as Laid on Table.
P : "Mr. Chairman, I move we Take from the Table the matter of _____." O : "Second." The Chair (Ch:) "The purpose of the vote to Lay on the Table has been satisfied; that is, that Question has been set aside in favor of disposing of another or other items of business. There being no Motion now pending, and other conditions (ROR pp 154, 155) being met, the Chair finds the Motion to Take from the Table to be in order and to take precedence over new Main Motions. However it would yield to a Call for Orders of the Day (a demand that Agenda be followed). A negative vote on Take from the Table causes the Question to continue to lie there; an affirmative vote brings up the Question and all adhering Motions. On the Motion to Take from the Table, all in favor say Aye," etc.
Example b - Take from Table per Agenda of Following meeting.
Ch: "Next order of business (Agenda Item # __) is to Take from the Table the matter of _____. The Question, as amended, when Laid on the Table was _____. Also pending was a second-degree Amendment of _____ reading _____, upon which a Motion for the Previous Question had been placed before Tabling. The Previous Question was exhausted between meetings and no longer adheres (ROR pp 105 116 156). The immediately Pending Question is on the second-degree Amendment. Are you ready for the Question?"
Example c - Take from Table, agendum considered out of turn.
R : "Agenda Item # __ is to Take from Table the matter of _____. I think we should reach that Question right away, and so move." "Second." Ch: "Take from Table has no special status in the Order of Business. Does any member object to immediate consideration of Agenda Item # __ by General Consent? . . (Pause) . . There is no objection." (Note: If there had been objection, recourse might have been taken to Suspend the Rules, requiring 2/3 vote.)
- F. 2. RECONSIDER (ROR pp 156-165) S : "I move we Reconsider our affirmative vote of half an hour ago on the Question of _____. In my opinion it needs an important Amendment which I shall offer." "Second." Ch: "There is a long list of Motions not subject to Reconsideration (ROR pp 158 159) but the Main Motion at issue here does qualify, and the gentleman is in order in interrupting the speaker on the Pending Question (ROR 156). Debate and vote on the Motion to Reconsider, however, will have to

await disposition of the Pending Question. The Secretary will make a note . . . (Later) . . . Ch: "It has been duly moved and seconded that the Question of _____ be Reconsidered. This Motion itself cannot be amended, nor can it be repeated except by General Consent (ROR p 158 162). The Motion to Reconsider is debatable because the Main Question to which it applies was debatable. The Question is: 'Shall the assembly Reconsider its former vote?' A simple majority on this Motion will reopen the Main Question to Amendment and debate. Are you ready for the Question?". . . (later) . . . (Alt. A) Ch: "The Ayes have it. The Question before the assembly is exactly the same as it was before the vote this morning, namely _____. Are you ready for the Question?". . . (Alt. B) Ch: "The Noes have it. The Motion to Reconsider fails. Next item of business is _____. " (Note: A Motion to Reconsider is not in order at a meeting subsequent to that at which the action was originally taken. However, in a small committee, Motions to Reconsider apply from meeting to meeting (ROR p 213). To prevent reversing of action at a subsequent meeting without full knowledge of that possibility on the part of all members who originally voted affirmatively, a 2/3 vote, or prior notice of Reconsideration, is required (ROR p 213).)

F. 3. RESCIND, Repeal, Annul, Expunge (ROR pp 169 170) T : "I move to Rescind the action taken at our meeting of _____ approving _____, in order to clear the way for superseding action." "Second." Ch: "This is the proper Motion to modify action taken at a preceding meeting (rather than Reconsider). If voted affirmatively, though, it can Rescind only the presently unexecuted parts of the action: we cannot undo things already done as a result of our original action (ROR p 170) . . . Since the Motion to Rescind was not placed in the Agenda, it will require a 2/3 vote to make it effective. If voted down, it may be Reconsidered; if acted upon affirmatively, the vote to Rescind cannot be Reconsidered. A motion to Rescind is amendable and the original approved Question may be debated along with it. . . Are you ready for the Question? . . . All in favor, rise," etc. . . The previous action is Rescinded. The Chair will entertain a Main Motion, if any, on this subject."

F. 4. RATIFY (or Censure) Action Taken (ROR p 173) U : "I move to Ratify (Censure) the emergency action, noted in the Minutes, taken at the (Date) meeting, in the absence of a Quorum at that time." "Second." Ch: "Since the Bylaws were not violated, the Motion to Ratify is in order. It is a Main Motion, except that debate extends to the merits of the Question Ratified (Censured). In addition to confirming interim action taken, Amendments, if desired, may run to the disposition of the as-yet-unexecuted parts of the action. . . Are you ready for the Question?"

F. 5. RENEW Motion (ROR p 161) V : " I move that _____. At our January meeting a practically identical Motion was voted down, 8 Noes to 5 Ayes. By now, I think, some of the affirmative voters have

come to look upon the vote as a mistake. I now Renew the Motion." "Second." Ch: "The Rules of Order, in order to prevent dilatory or obstructionist tactics, admit of no Motions to Renew a lost Motion at the same meeting, and severely restrict them at subsequent meetings in cases where their proponents choose to ignore the notice afforded all members by having the matter appear in the Agenda. However, the Chair finds the present Renewal of Motion to be in order. It will be handled as an original Main Motion, now reading _____. Are you ready for the Question?"

Purpose G. TO ALTER THE PLANNED AGENDA

G. 1. Demand that the AGENDA be Followed ("Call for ORDERS of the DAY") (ROR pp 68-70, 261) Y (interrupting W who is making a Main Motion): "Mr. Chairman, I see no reason for skipping Agenda Item #9, and demand that the Agenda be followed." Ch: "The gentleman's interruption is in order. However, he may have been absent at the outset of the meeting, when the Chair stated that the Agenda might prove to be too long to be covered. It seemed then that we should reserve plenty of time for Item 16 and for New Business, Item 24. The Chair accordingly proposed deferring Items 9, 21, 23 until next meeting or the end of this one. Objection was invited, but there was General Consent. Under those circumstances do you wish to press your Call for Orders of the Day?" Y : "I was unavoidably detained. If I had been present, I would have withheld consent to bypassing Item #9 in its scheduled place. I therefore call for Orders of the Day." Ch: "This Motion is privileged, needs no Second, and will be put at once in the affirmative. A 2/3 vote in the Negative is necessary to prevent the Agenda from reverting to its original printed form. Members are not bound by their former silence on Request for General Consent (ROR p 193). The Question is : Shall Item #9 be taken up at once and #21 and #23 in their originally scheduled turn? Those in favor, raise hands and be counted. . . Lower. . . Those opposed, raise hands. . . Lower . . . There are three affirmative, 10 negative votes. The Noes have it, with more than 2/3 of the votes. Consideration of Items #9, 21, 23 will be deferred, as voted by General Consent. Next Business is Item #10. Mr. W will repeat his Motion."

G. 2. Make a GENERAL ORDER (ROR p 72) Ch: "By vote at last meeting the matter of _____ was made a General Order for this meeting after we had received a delegation supporting the Resolution. The delegation having departed, and there being no Motion pending, the Chair will entertain a Motion on the subject informally discussed while the delegation was present and immediately thereafter."

G. 3. Make a SPECIAL ORDER (ROR p 73) Ch: "By vote at last meeting the Question of _____ was Postponed and by 2/3 vote was made a Special Order for 2 p. m. today. The hour has arrived. The Chair will entertain a Motion to Postpone the Pending Question until the Special Order has been carried out (Line E-1) . . . (Voted to Postpone to Time Certain) . . . The Resolution which is the subject of the Special Order reads as follows _____. Question is as to adoption of the Resolution. Are you ready for the Question?"

G. 4. Take Up a Question OUT of its PROPER ORDER (ROR p 71)
Example a - Ch: "The Chair has learned that Mr. A has unexpectedly been called upon to leave, and he has a matter of New Business he wishes to introduce. Is there General Consent to his bringing up the matter at this time? . . . (Alt. A) No objection having been made, the Chair recognizes Mr. A. (Alt. B) B: "I would prefer to let all New Business wait until we have dealt with pressing matters."
C: "Until we have heard A we are hardly in a position to judge how pressing his subject is. I think he should be heard right now. I move to Suspend the Rules so that he may be heard." Ch: "The Rules may be Suspended by 2/3 vote," etc. (See Line H. 3.)

Example b - Ch: The Chair is constrained to rule this Main Motion by Mr. D Out of Order because it is more properly classified as New Business (which we have not reached), in that there should be advance notice to absentees, and preparation such as might occur between meetings. Unless overruled on Appeal, the Chair finds that the Motion must await New Business . . . (pause) . . . The Chair so rules. Mr. D and the Secretary will make sure the subject is brought up under New Business.

G. 5. TAKE A RECESS While Question Pends (ROR p 64) E: "This debate is getting us nowhere. I move we Take a Recess now, running into the scheduled luncheon recess, for purposes of informal discussion and caucus." "Second." Ch: "This Motion to Take a Recess has priority over all others now before us, is not debatable but is amendable as to duration of recess at either end or both ends. Is such an Amendment offered? . . . (pause) . . . All in favor of Taking a Recess from now until 2 p. m., say Aye," etc.

G. 6. Peremptorily to ADJOURN (ROR p 60)(Cf. Line B. 16 - Plan to Adjourn) F: "I move we Adjourn." (Alt. A) Ch: "Since the date of reconvening has been determined and will be confirmed in the Minutes, and since the Chair has no announcements to make of further business which should be handled at this meeting, the Motion to Adjourn is in order, takes precedence without debate or amendment, and will be put at once. Members are, of course, privileged to vote Aye or No; and if the Noes prevail, further business must be transacted or progress made on the Pending Question before another Motion to Adjourn can be enter-

tained by the Chair. All in favor of immediate adjournment say Aye," etc. (Alt. B) Ch: "The Chair will first ask for a Motion having required priority to Fix Time for Reconvening. We mustn't saw off the limb we're sitting on." (Alt. C) Ch: "Since the Chair was in the process of putting Question to vote when the Motion to Adjourn was offered, The Motion to Adjourn is held to be Out of Order until the result of the vote has been announced. The Motion to Adjourn will then be entertained."

G. 7. FIX TIME of Reconvening after Adjournment (ROR pp 59 60)
G: "I move that when we adjourn it be until March 23 at the usual place, subject to prior call by the Chairman." Ch: "This Motion to Fix Time takes priority over all others including the Motion to Adjourn, and is in order because no earlier date has hitherto been set. The Motion may be Amended as to date and place. Do I hear any such Amendment? . . . All in favor of Time Fixed for Reconvening say Aye," etc. . . . Do I hear the Motion to Adjourn?" (Line G. 6.)

G. 8. UNFINISHED BUSINESS (ROR pp 62 209) H: "I move we Adjourn." Ch: "I call attention to the matter of _____ Which requires action before adjournment. The Rules of Order provide that upon statement of that fact by the Chair, the mover should withdraw his Motion to Adjourn (Line B. 6.). . . The Chair will consider it withdrawn. If there is no objection the Pending Question will be Laid on the Table so that the Action matter may be taken up; upon its disposal, the unfinished Question may be Taken from the Table or a Motion made to Adjourn. Will the Secretary brief us on the Action matter, please, and perhaps tell us what he thinks should be done as a stop-gap procedure?"

(Note: At the final committee meeting of the year, adjournment should not be voted until the Chair has made the following announcement: Ch: "Rules of Order provide (ROR pp 110 209) that all Unfinished Business and Motions Laid on the Table fall to the ground when the committee, as newly constituted, takes over January first. This, then, is your last opportunity to act upon any item of Unfinished Business of Take any Item from the Table. If you wish, we can Consider Informally before the Chair puts the Motion to Adjourn. As information, The Secretary and (new) chairman will prepare an Agenda for the first meeting of 19__, subject to critical approval of the new assembly as an initial Order of Business." K: "I Move that we do adjourn." Ch: "All in favor say Aye," etc.

Purpose H. TO EXPEDITE BUSINESS

General Note: Stafford says: "[A chairman] at any other time is just one of the boys, but when a meeting is called to order his office endows him with prestige, power, and responsibility of which he should be fully aware and which he should (as pleasantly as possible) be sure that every one else present recognizes."

Most dilemmas in expediting business arise from the Chair's having permitted speakers to wander afield from Pending Questions. Re-read Green Paper III-A, Oct. '67, p. 6 ff - The Chair as Moderator; also see ROR pp 240-244, especially p. 240 on misguided participation in debate by the Chair (except in small committees (ROR p 213)).

The Chair constantly is faced with the necessity of detecting and suppressing wordiness and repetitiousness. Offenders to a degree may be kept in bounds by having recognition withheld; by insistence upon their speaking to the Immediately Pending Question (ROR p 23); and by the Chair's communicating "hints" to speakers by "restraining his gavel," by looking at his watch and the clock - anything short of biting his fingernails - or by actually interrupting speakers to admonish them.

- H. 1. Consider INFORMALLY (ROR pp 125 234 132) L : "I move that the Pending Question be Considered Informally." "Second." Ch : "This Motion cannot be Amended or Reconsidered but is debatable. If voted Aye, the effect is to expedite consideration by freeing debate, in which the Chair may also participate (ROR 213). Are you ready for the Question? . . . All in favor, say Aye," etc. . . . "The Ayes have it, the Question may be discussed informally. The objective is to dispose of the Question. Informal Consideration ceases when the Question has been disposed of in some way by vote."

Notes: Informal Consideration is used constantly in small committees. Informality must be permitted to dilute the authority of the Chair as moderator. It permits of freer revision of a Motion than the process of Amendment in some cases or substitution of a different Motion. Debate may precede the framing of the Motion finally voted, instead of vice versa.

Under Informal Consideration an obstreperous advocate may be dealt with: (a) "Mr. M, do you have some specific recommendation to make?" (b) "Can your point be met by rephrasing the Motion?" (c) "We have no binding Motion before us which cannot be changed. Will you make one that someone can Second?"

Applications of Informal Consideration are to be found in Lines C. 6, G. 8.

- H. 2. Proceed by GENERAL CONSENT (ROR pp 198 201 32 90 106 183)

Example a - N : "I move that by General Consent we proceed to Item #13 of the Agenda." (ROR p 87) Ch : "To expedite business this assembly may proceed to anything by General Consent, that is, by unanimous vote or by the consent given by silence when (as they are not in this instance when we are merely ordering the business for the sake of those present) or unless the right to a secret vote by any member is abrogated (ROR p 193). Does any member object to going next to Item #13? . . . There is General Consent so to proceed."

Example b - O : "I demand to be recognized. The Chair is obviously prejudiced against my being heard." Ch : "The Chair chooses to ignore the reproach: it was exercising its prerogative not to recognize the speaker. Mr. O may be heard by General Consent of the assembly, the Chair not voting. (Alt. A) P : "Mr. Chairman, I claim the floor." Ch : "The Chair recognizes Mr. P, whose claim to the floor deprives Mr. O of General Consent." (Alt. B) Ch : "Members in favor of hearing Mr. O, say Aye . . . Those opposed, say No . . . The vote in favor is not unanimous. The member will not be recognized at this time." (or) Ch : "There is no dissent. In behalf of the assembly the Chair recognizes Mr. O."

Example c - Q : "I move General Consent to waive the usual two-weeks' notice so that we may proceed to vote Amendment of Bylaw 23 at this meeting. Time is pressing." Ch : "The Motion is Out of Order. Rights of absentees to proper notice would thereby be left unprotected, even though unanimous consent were to be found here (ROR p 85)."

Example d - R : "I move that, to expedite the matter, by General Consent we waive the rules requiring election of next year's chairman to be by secret ballot, and that we now elect Mr. X by unanimous acclamation." Ch : "The Motion is Out of Order. The purpose of a secret ballot is not for greater accuracy, compared, say, with a Roll Call or a Standing Vote with names recorded, but to protect voters against revelation of their votes. (ROR p. 86). The tribute of unanimity in an election comes with more acclaim when voted by secret ballot than by acclamation."

Other examples of General Consent will be found in Lines A. 6, C. 7, F. 1 (example c), F. 2, G. 1, G. 4 (examples a, b). The Chair frequently proceeds as though by General Consent: in receiving Reports or communications without a Motion (ROR p 25); in approving Minutes, in the absence of corrections (ROR p 199); in Dividing a Question (ROR p. 90); in dispensing with a Second when it is apparent that seconds are easily come by; in "avoiding the formality of Motions and voting in routine business and on questions of little importance, the Chair assuming General Consent until someone objects" (ROR 198). In smaller committees Rules of Order are considerable relaxed (ROR pp 212-214) and General Consent, represented by absence of dissent, is frequently resorted to.

Procedure by Consensus. Informality reaches an extreme when conclusions are reached in discussion without a Motion's having been made and without a vote. As noted in Green Paper III-B, Dec. '67, p. 1, the Chair, for the information of absentees reading the Minutes and of participants, to refresh their memories, is obligated to summarize, and the Secretary to record, the consensus reached, if any, before taking up other business, thus: Ch : "The consensus of this meeting appears to be that _____. Is there any dissent? . . . (pause) . . . (Alt. A) The Minutes will show that it was so agreed after general discussion and without dissent . . . (Alt. B) There is dissent. The Chair will entertain

a Main Motion . . (pause) . . I hear no Motion. The subject will not appear in the Minutes unless a Main Motion is made. Next business is ____."

- H. 3. SUSPENSION OF RULES (ROR pp 83 ff, 226) Q : "I move to Suspend the Rules and hear at this time the report and recommendations of ____ Committee instead of awaiting its turn under Reports of Committees." "Second." Ch: "The Motion is in order, since, though a Motion is pending, no one has the floor. Applied to variations from Agenda sequences, a motion to Suspend the Rules is about the same as a Motion for General Consent, except that a 2/3 vote, instead of unanimity, suffices. Hearing no Motions to which it would yield, the Chair will put the Question forthwith. All in favor of Suspending the Rules and hearing from ____ Committee, stand and be counted," etc. (Later) Ch: "The Chair recognizes Mr. Q through whom the committee will present its report at this time."

Note: When Rules are Suspended, the object must be specified. Suspended Rules usually relate to priorities, procedures, admission to meetings, and Rules of Order. Example, Line.G. 4.

- H. 4. UNDEBATABLE AND UNAMENDABLE SITUATIONS. There is a list of Motions which, in the interests of dispatch, are Undebatable (ROR p 186) and another list of Motions which are Unamendable (ROR p 146). Certain Motions appear on both lists. On all such Motions the Chair does not ask "Are you ready for the Question?" and by the question invite debate and/or amendment, but puts the Question to vote without undue delay. In the Green Papers, the Chair has usually been shown preceding the putting of the Question with an explanation of effects. Inquiries as to the effect of affirmative and negative votes, and brief suggestions, are permitted when such will add dispatch to the business (ROR p 186), but no more than helpful delay is permitted in putting Undebatable or Unamendable Questions.

- H. 5. To LIMIT, CLOSE, or EXTEND DEBATE (ROR pp 118-119, 183)
Note - In small committees these Motions would not be entertained (ROR p 212). In larger IEEE committees or boards such Motions would probably be pertinent only in the rare cases where temporary rules limiting debate had been voted.

Examples - Informal Handling by Chair. a) Lack of participation.
Ch: "We haven't heard from Mr. R on this subject . . . Mr. R ?"
Ch: "This is too significant a matter to be deferred until next meeting. Mr. T, may we have your comments?" Ch: "Evidently we are going to have to prime this pump to get it started. Are there any volunteers?" Ch: "Apparently there is no interest in this Item of the Agenda. Unless some member wishes to speak . . (pause) . . the Secretary will record the fact that the Agenda item came up but by agreement was dropped without action (discussion)." b) Too talkative "repeaters." Ch: "The Chair feels that without voluntary curtailment of

speeches we shall not complete our Agenda, including New Business." Ch: "There are several who have not had a chance to be heard. May we not hear first from them?" Ch: "Not all Agenda items are of equal importance, and this one has had more than its share of attention. In a couple of minutes the Chair will assume that you are ready for the Question."

Example - Formal Motion to close debate. S : "I move that further debate on this Question be concluded after 10 minutes' more discussion, and that the Chair apportion most of it to persons who have not spoken and who wish to be heard." "Second." Ch: "If there is no objection the Chair will combine the Motion to Close Debate with a call for the Previous Question (Line D. 2) at the end of the 10-minute period, since both Motions require 2/3 vote and both are undebatable. Before combining the Questions, may I first have a show of hands of those who have not spoken but wish to speak on the Pending Question, which is _____. Please raise hands; lower. Three members are counted. Two minutes will be allotted to each. The remaining four minutes will be reserved for further recognitions by the Chair, one minute or less to each speaker recognized. The Question is now put as to the adoption of that timetable and at its conclusion to consider the Previous Question as having been put, calling for immediate vote on the Question and its adhering Motions. All in favor, rise," etc.

- H. 6. To DISCHARGE a Committee (ROR pp 133 219) T : "I move that the committee to which was referred the Question of _____ for study and recommendations be discharged from further consideration and that the Question be taken up at an appropriate time during this session, at the discretion of the Chair." "Second." Ch: "Since the force of this Motion is to Rescind action heretofore taken, it will require a 2/3 affirmative vote to become effective. Debate on the Motion to Discharge may include debate on the eventual disposition of the Question. Are you ready for the Question on Discharge?"

Note - If the defaulting committee is an Ad Hoc Committee, affirmative action on this Motion dissolves the committee as well as discharges it from consideration of the committed matter.

- H. 7. To Dispense with DILATORY, Absurd, Frivolous Motions (ROR p 174) Ch: "Rules of Order provide that the Chair may protect the assembly from misuse of parliamentary procedures by a minority whose objective is to impede progress. The Chair announces that it will not give further recognition to members of a minority for reiterative Questions of Order (or Appeals from decisions of the Chair, Calls for Divisions of the Assembly, Motions to Lay on the Table, to Adjourn, and offering absurd Amendments)."

Purpose I. TO INTRODUCE A REQUEST

(Note - Motions, Request, etc., under Purpose I take certain priority. See Note under I. 1, Example a.)

I. 1.

Question of PRIVILEGE of the Assembly (ROR pp 66 182)

Example a - U : "I rise to a Question of Privilege affecting the Assembly." Ch : "The gentleman will state his Question." U : "The glare from the south window is intolerable to the members who have to face it." Ch : "The Secretary will see to the lowering of the blinds and turning on the lights."

Note: Similar complaints relating to comfort involve heating, ventilation, drafts, air-conditioning, ice-water, hotel service, level of speech (see Line A. 4), microphone-amplifier, external noise, excessive talking, whispering, conduct of reporters, accuracy of published reports. Such Motions require no Second; they have high priority in coming before the Chair but thereupon are handled as Main Motions subject to debate, amendment, etc. The Chair decides, subject to Appeal by any two members, whether a Question of Privilege must wait until the speaker having the floor has finished speaking.

Example b - (Alt. A) Ch : "Your chairman has views on the Pending Question which he wishes to express. The vice chairman will please take the Chair until the Question is voted upon or otherwise disposed of." (Alt. B) Ch : "In keeping with the informality of our proceedings, the Chair will take the liberty of expressing his own views, which are as follows: _____."

I. 2.

Question of PERSONAL PRIVILEGE (ROR pp 66 104) V : "I rise to a Question of Personal Privilege." Ch : "The gentleman will state his Question." V : "During the recess I learned to my amazement that although accredited to this committee as an 'ex-officio' member, I shall have no vote." Ch : "The gentleman has been misinformed. By the very nature of automatic appointment to this assembly by virtue of chairmanship of its _____ committee, during the term of your chairmanship you enjoy full privileges here including voting, you are counted in the Quorum, and assume full responsibilities as a member. The misinformation you were given may have come about because of lack of an express provision covering your voting status in our Bylaws. When our Bylaws are silent on a specific Rule of Order, they provide that Robert's Rules of Order Revised (ROR) shall control. ROR p 210 says ex-officio members are the same as other members, the one exception being the President (in this case, of IEEE) who, though an ex-officio member of all committees, does not vote or constitute part of the Quorum of any particular one except as expressly provided in the Bylaws."

I. 3.

Request for INFORMATION (ROR pp 99, 181) W : "I should like to ask Mr. F a question, as information" (or "I rise for Information.") Ch : "You may address your question to the Chair. Mr. F may answer." W : "I am confused by the use of alphabetic shorthand to designate international bodies. In the Motion, who is 'URSI' and how is it related to IEEE?"

I. 4.

PARLIAMENTARY INQUIRY (ROR p 98)

Note: It will be found, in IEEE, that strict conformity with parliamentary dictum is followed only under special circumstances. Abject dependence upon the rule-book would hinder rather than help the vast majority of meetings. Accordingly, appointment of a parliamentarian is rare. Something is to be said in favor of the Chair's interpreting Rules of Order himself, in keeping with his authority. Familiarity with ROR is ordinarily all that is needed, as these Green Papers indicate.

Example : Y : "I rise to make a Parliamentary Inquiry." Ch : "The gentleman may raise his question." "What can we do to get the Pending Question out of our hair? I don't say we ought to kill it or forget it, but it has just taken too much of our time and we ought to get on with the business." Ch : "Try a Motion to Lay on the Table. The worst you can do is lose. The Motion has high priority. If the majority votes with you, it amounts to putting consideration of this Question aside until some other business has been transacted, whereupon it may be revived on Motion to Take from the Table. Or, if not revived, it will go over to next meeting. It needn't die." (Line E. 2)

Other examples of Parliamentary Inquiry have been given in Lines A-5 (Point of Order); I. 2 (Ex-officio Votes). A much inferior approach to the impasse of the example above is given in Line J. 5.

I. 5.

Request to READ PAPERS (ROR p 101) A (noting that Z is reading from papers at some length): "Mr. Chairman, I protest the gentleman's reading from papers." Ch : "The point of order is well taken because reading is sometimes used as a parliamentary obstruction; but the assembly may grant permission if requested." Z : "I beg the Chair's pardon, and move for permission to continue reading. I am not an accomplished speaker and have timed this presentation at 4 minutes over all, if read. Otherwise it will take longer." "I second the request." Ch : "All in favor of Z's continuing to read, say Aye," etc.

I. 6.

Request to be EXCUSED from a DUTY (ROR p 102) A : "I appreciate the confidence implied in nominating me for chairman of the _____ Ad Hoc Committee, but cannot serve." Ch : "Each person is best judge of his availability for office. Mr. A's wishes will be respected. No vote is necessary. The vacancy is open: other nominations, please."

Purpose J. TO MAKE A PROTEST

J. 1. Call for DIVISION of the ASSEMBLY (ROR pp 95 96 190). Voices, after show-of-hands vote: "Division," "Division!" Ch: An accurate "Division of the Assembly by Ayes and Noes" is called for, to establish the validity of the Chair's report of the result of the voice-vote (or show of hands) just taken. (Line B. 10, Alt. C.) The Pending Question is the Call for a Division: members satisfied with the result announced by the Chair will vote No; those demanding a recount will vote Aye. I put the Question: Shall there be a Division of Votes? All in favor, say Aye," etc. . . The Ayes have it: a Division is called for. May we Consider Informally whether to go to Ballot, Roll Call, of Standing Vote. . . (later) . . The Secretary will call the roll and record the vote on the Question: . . . The result of the voting is 8 Ayes and 7 Noes. The Chair waives his right to vote a tie and cause the Motion to fail. The Ayes have it. The Motion is adopted. Next business is ____."

J. 2. APPEAL from Decision of the Chair (ROR pp 78 81) B : "I Appeal from this Decision of the Chair." C : "I second the Appeal." Ch: "No business having intervened, and the Appeal being Seconded, the Appeal is in order. The Question at issue was: _____; the reason for the Chair's decision was _____. The immediately Pending Question is 'Shall the decision of the Chair stand as the judgement of the assembly?' The Motion is not amendable but may be debated. An affirmative majority will sustain the Chair's decision; in the event of a tie, the Chair will vote Aye to confirm his own judgement. Are you ready for the Question? . . (later) . . The Ayes have it, the Chair's ruling stands confirmed . . (or) . . The Noes have it, the Chair's decision is reversed. On the Question, therefore, the result is that it (failed) (was adopted) by will of the assembly."

J. 3. POINT OF ORDER pertaining to PROCEDURE (ROR p 78)
D : "I rise to direct attention to the fact that when Mr. E , who is putting on his coat, leaves, we shall have no Quorum present. Ch: "The point is well taken. Mr. E , can you possibly tarry a moment? We operate with a standard Quorum: a majority (8) of the committee membership (15), the chairman being counted in both cases if present, and as a member whether present or not. Mr. E , would you care to move to authorize those who remain to act on routine items requiring action, subject to ratification by the assembly by mail ballot or approval of Minutes?" E : "I so move." F : "Second." Ch: " If there is no dissent, it is so ordered . . The Minutes will show 'without dissent.' Thank you, Mr. E . Now, gentlemen, without a Quorum the only valid Motions will be those just authorized and a final Motion to Adjourn. Assuming no objection we shall Consider Informally those matters. And, as you may surmise, after each meeting the Chairman has certain

work to do, to plan to put authorizations into effect, prepare to Commit where we have so voted, and so on. It will be helpful to the chairman if most, if indeed not all, of you can stand by to discuss some of the details. Let's begin by seeing whether anything has been left 'up in the air.'" B : "We didn't extend a vote of thanks to the Convention Committee for courtesies." Ch: "A routine emergency!" etc. (For Quorum, ROR pp 173 258ff)

J. 4. Point of Order—BREACH of RULES (ROR pp 78 82) C : "I rise to a Point of Order." Ch: "The member will state his point." C : "The Motion is directly contradictory to Bylaw 108.7 which says '_____'" Ch: "The member, when he observes a clear breach of a rule, acts properly in calling attention to the rule and insisting upon its enforcement. I am sure the lapse was unintended. The Motion will be Tabled by General Consent . . (pause) . . R : "I withhold my consent and Appeal the ruling of the Chair. I have made a valid Motion; it was Seconded; the Chair put the Motion; it was being affirmatively supported when attacked on a Point of Order." Ch: "The Chair accepted the validity of the Point of Order, and would look upon an Appeal as Dilatory. This assembly cannot pass Motions palpably in contradiction to Bylaws even by unanimous vote (ROR p 201). Let's agree to Table the Motion, preferably by General Consent but by voting if necessary, so that it may be brought up in next meeting's Agenda. Meanwhile we'll 'consult the oracles' to see what's warranted by way of Amendment of the By-law with which the Motion is in conflict—it will not be the first one to be revised under the pressure of practical operations."

J. 5. Question of ORDER—DECORUM (ROR pp 80 180 ff)
Example a - G : " . . I have had to sit here two hours holding my nose in the dust of a lot of desiccated horsefeathers. This isn't the way to run a well-rotted compost pile!" H : "I call the gentleman to Order!" Ch: "The Chair takes note of the Point of Order, and rules that there has been no Breach of Decorum. However, the gentleman will restrain himself and not let his concern over our interfaces with a sister Discipline run away with his judgment again . . . The Question is the first-degree Amendment of the amount: \$800 in the Motion, \$1,100 in the Amendment. Are you ready for the Question?"

Example b - Minor Infractions. a) Ch: "Decorum must be preserved." b) Ch: "Order, please. The gentlemen surely cannot realize that their private huddle is interrupting the meeting. . Proceed, Mr. I ."

c) Ch: "Order! The Chair must insist that all members direct their remarks to the Chair, so that each may be recognized, one at a time, and so that each may be heard separately. I recognize Mr. J ."

Example c - Increasingly Serious Lapses. a) Ch: "It is not inappropriate for members to hold dissenting views, but, as Moderator, the Chair must insist that all members direct their remarks to the

- the Chair must see that restraint is applied in expressing them.
- b) Ch: "The Chair demands order and an apology from both gentlemen!"
- c) Ch: "This meeting will be in recess for 10 minutes - that is, until 3:55 p. m."

J. 6. APPEAL relating to DECORUM (ROR pp 80 180)
Notes - When a member arraigns the motives of another, or uses disorderly words, or commits assault, the Breach of Decorum cannot be overlooked by the Chair. Procedures are indicated in ROR pp 181-182. They involve a recording of the words used and acts committed, acknowledgment, denial, apology; sometimes, after bringing up on charges, possible censure or expulsion. Fortunately, in almost all cases, Breaches of Decorum may be smoothed over by the Chair, and the speaker at fault permitted to continue (ROR p 80).

Purpose K. PROCEDURES PERTAINING TO VOTING

The display of the Motions in the form chosen has resulted, perforce, in a scattering of the procedures pertaining to Voting throughout the text and dialog. The following topical outline will serve to index the references by Line number in the text and relate them by page numbers in Robert's Rules of Order Revised:

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Vote of President	I. 2	210
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Votes.....	I. 2.....	210
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Abstentions	B. 10	193
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<u>Procedure</u>	<u>Line</u>	<u>ROR, page</u>
"Division of Assembly:"		
Rising (or Standing)		
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Roll Call ("Yeas and Nays").....	J. 1.....	189 197 198
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Ballot.....	J. 1.....	189 193-196
Choice of Division	B. 10	190
Mail Ballot	III-A p 12	189 199 200
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- E N D -
 "The Motions"

IV—RECAPITULATION OF THE SERIES

As Supplements to five issues of "Electrical Engineering:" E. E. 11, June 1967, to E. E. 15, February 1968, inclusive, a series of Green Papers on "Committee Common Lore" has been issued.

Although much IEEE official material has been consulted, and unidentified extracts from it have been incorporated, this series remains unofficial—a personal compilation by the editor of E. E. for the encouragement of readers.

The primary objective has been to assist chairmen and other members of IEEE committees (of which the General Manager estimates there are 2,000 committees and chairmen, and 25,000 volunteer members) to discharge effectively the duties they assumed in accepting appointment.

Part I, June, dealt with the general Purposes of committees—why they exist; under aegis of what superior entities they fall; by what Bylaw, Manual, or other instrument they are governed. Featured was an article by Blackmon: a checkchart by which a chairman can self-rate himself as to his background, planning, the organization he is creating, and his overall efficiency.

Part II, August, was concerned with the choice of People appointed to committees—how candidates are evaluated, and how the chances are assessed in advance as to how men will work out if appointed. Much of this material, though not so identified in the article, came from the IEEE Executive Committee's criteria of "availability."

Part III concerned itself with the details of committee Meetings. It appeared in two sections, A and B, and in three installments.

Part III-A, October, covered meetings broadly, drawing upon IEEE and its predecessor societies' years of experience, and finding confirming documentation nearly 500 years old. Topically discussed were invitations to meetings, agenda, seating arrangements, identification and participation of members, the role of chairman, order of business, innovation, voting, mail and telephone balloting, and minutes.

Part III-B, presented in December '67 and February '68, attempted to apply to IEEE situations, the familiar general Rules of Order by which deliberative bodies expedite their work in orderly fashion, and sometimes extricate themselves from unfamiliar procedural situations. The standard Motions were given in the form of explanatory dialog between committee members and the Chair.

Besides giving committee chairmen and members information, the series has also had a not unimportant secondary objective: to stimulate personal ambition to "work up through the chairs" into committees and boards which, though not necessarily more important (for every committee is vital in its role), do have Institute-wide powers, influence, and responsibilities.

It was this secondary objective which accounts for the inclusion of much material in the Green Papers that might have appeared to be redundant, or "far out," in terms of immediate, specific application.

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ByLaw 302.2), ExecCom, meeting Jan. 4, 5, designated its members (except the President) Coordinators of the functions represented by the Standing Committees, as shown in the Box.

BofD and ExecCom, respectively, appointed their Standing Committees for 1968. As usual there was substantial turnover. New chairmen are as follows: Admissions & Advancement, W. E. Darnell; Awards, E. L. Harder; Educational Activities Board, J. N. Shive; Fellow, C. R. Wischmeyer, Finance, H. Chestnut; Long Range Planning, W. K. MacAdam; Membership & Transfers, W. C. Burnett; Nominations & Appointments, W. G. Shepherd; Sections, L. C. Holmes; Technical Activities Board, J. H. Mulligan; Tellers, T. J. Talley.

A NEW ORGANIZATION ROSTER, reflecting the above and hundreds of other changes taking place at the outset of 1968 is due to be distributed about the first of February.

DIRECTORS' MEETINGS SCHEDULED, 1968. BofD, barring changes, will meet at the Hilton, New York, Mar. 20; Los Angeles, Aug. 19; Cocoa Beach, Florida, Nov. 19.

The ExecCom will meet as follows, at United Engineering Center, New York, except as shown: Feb. 13, Mar. 16; Houston, Apr. 16; May 16; Mexico City, June 25 or 26; Los Angeles, Aug. 18 (Sunday); Cedar Rapids, Sept. 19; Oct. 17; Cocoa Beach, Nov. 18; Chicago, Dec. 11.

The date of the annual Assembly 1969 and accompanying first 1969 BofD and ExecCom meetings has been tentatively fixed: Jan. 7.

BYLAWS CHANGES by BofD Jan. 4, '68, will be incorporated in a reprinting of By-Laws being mailed now. (Copies, Betty Stillman)

ByLaw 309.2 - Fellow Committee increased to 17 members, from 16. . . 309.10 - Educational Activities Board and Long Range Planning Committee candidates were added to those to be named by Nominations & Appointments. . . 305.1 - It was provided that "the Field Awards shall be administered by one or more Committees whose Chairmen shall be selected from members-at-large, by the Chairman of the Awards Board." The composition of the 14 members of the Awards Board was adjusted

appropriately. . . 305.4 - The listing of names of the various Field Awards was stricken, and references to Field Awards revised. Other Bylaw changes are covered in the next two paragraphs.

RELATIONSHIPS OF SECTIONS, GROUP CHAPTERS. BofD, by Jan. 4, '68 change in Bylaw 406, following study by a joint ad hoc committee of the Sections Committee and the Technical Activities Board (TAB), clarified the relations between Sections and Chapters, and authorized Joint Chapters of two or more Groups, and Chapters or Joint Chapters in contiguous Sections, and in Regions 8, 9, 10. Changes will be found in 406.1 to .5 and new material in 406.6 to .11.

STUDENT ASSOCIATE BRANCHES. As noted in E. E. 13, Oct. '67, pp. 2, 3, revision of Bylaw 106.6.b, by BofD Aug. 22, '67, opened the Student Associate grade of membership to students who "carry at least 30 percent of a normal full-time program as a registered student in an institutional course of study related to IEEE fields of interest." This applied and still applies to individual students in community colleges and Junior colleges and institutes which do not grant degrees.

Bylaw 407.4 operated to authorize the establishment of a Student Associate Branch in the school upon petition by 10 or more Student Associate members enrolled there, plus an IEEE member of the faculty. BofD Jan. 4, '68, in the belief that accreditation or equivalent is necessary as a guide to avoid the appearance of endorsement by IEEE of questionable schools in which individual Student Associate memberships are authorized under Bylaw 105.6.b, added a proviso to Bylaw 407.4 on Student Associate Branches, so that it now reads in full: "Upon receipt of a petition signed by the IEEE Counselor, or in the event one has not been appointed, by a representative of the faculty (who must be an IEEE member) of the educational institution involved, and by ten or more Student Associate members enrolled in that institution, the establishment of a Student Associate Branch may be authorized in that institution, by the Executive Committee, upon the recommendation of the Regional Director, provided that the curriculum has been accredited by an

appropriate engineering accrediting body or, if no such body is available, its curriculum is considered satisfactory for this purpose by the Executive Committee."

CHANGES IN NAMES OF IEEE GROUPS.

An IEEE Group (used here in its restricted, capitalized sense) desiring to change its name, with or without any change in field of interest or activities, must secure the approval of ExecCom through TAB Operating Committee (TAB OpCom). (ExecCom Nov. 1.)

VOLUNTARY PAGE CHARGES. By decision of ExecCom Nov. 1, '67, all net income from Voluntary Page Charges are to be allocated to the publishing Groups' treasuries. . .

As information, five publications have adopted the Voluntary Page Charges plan: the Journal of Quantum Electronics, and the Transactions of the Antennas & Propagation, Aerospace & Electronic Systems, Electron Devices, and Information Theory Groups.

APPROVAL OF SMALLER CONFERENCES without exhibits. Policy Statement 2-A, para. 4, (blue Supplement to E. E. 12, Aug. '67), heretofore applying to Groups only, has been extended by ExecCom to include Sections. Para. 4 now reads in full: "A Group-sponsored or Section-sponsored Conference without exhibits and with a budgeted total expense not exceeding \$1,000 shall require approval only of the Administrative Committee of the Group or the Executive Committee, whichever is applicable. Information concerning the meeting, including the approved budget, shall be provided to the General Manager at the earliest possible date, but at least 90 days in advance of the meeting. Such small conferences must continue to follow all other policy provisions, especially Policy 2-I; a post-conference report must be supplied for the Executive Committee."

IEEE POLICY ON CERTAIN STANDARDS. ExecCom Dec. 12, '67 approved the following "IEEE Policy Concerning Standards Involving Equipment, Safety, and Economics: Numerical product ratings and those physical characteristics, dimensions, and

mechanical or chemical aspects which do not bear directly on basic electrical or magnetic considerations are normally, but not necessarily, excluded from IEEE Standards Publications."

INFORMATION SERVICES AND SYSTEMS.

This subject has been touched on briefly in E. E. 12, Aug. '67, p. 6, and E. E. 14, Dec. '67, p. 6, the latter reference noting involvement of IEEE with the Institution of Electrical Engineers (IEE, London) in relation to Electrical and Electronics Abstracts (EEA, otherwise known as Science Abstracts - Series B). Attention of those interested is further drawn to Spectral Lines by Willenbrock, in Spectrum, January '68, p. 43, *ibid*, in which they rationalize the relatively conventional, but international, abstracts approach to the glamor area of mechanized information retrieval, as well as disclose ultimate objectives.

Most of the subscribers to EEA in the Americas, with IEEE as circulation agent, undoubtedly will be industrial, governmental, and public libraries, most of which have already been solicited for subscriptions at the standard price. However, IEEE, during 1968, is following the established practice of IEE in relation to EEA (and of the American Institute of Physics in relation to 'Physics Abstracts') of offering one subscription of EEA, for personal use, to any IEEE member at a substantially reduced price. An IEEE ad on p. 17 of Dec. '67 Spectrum makes this personal-use offering definitive.

Howard Tompkins, who heads up this activity on the IEEE staff, now reports that Engineering Index (EI) is to participate with IEEE in the marketing of EEA under a sub-contract just negotiated. Also, details of EI's participation in the editorial work on EEA are still being worked out. IEE, London, will be the principal editor of EEA, as in the past.

TOOLS AND AIDS

BEWARE MISUSE OF SHARP TOOLS. For example: "10-year Lists for Upgrading" are routinely furnished the Sections by the staff. A name on the list puts the local Transfers Committee on notice that a requirement for upgrading—at least 10 years in the active

practice of his profession (Bylaw 105. 3) — has presumably been satisfied on the basis of IEEE's membership record.

However, there is much, much more than longevity required by the other provisions of Bylaw 105. 3. Local Transfer Committees should carefully avoid the embarrassment which occurs when, during an upgrading "drive," a 10-year Member, not qualified for transfer to Senior Member, is invited to apply because he has been "in the active practice of his profession for at least 10 years." Depending upon the approach, there may be "red faces."

THE GENERAL MANAGER'S OWN WRAP-UP: "IEEE Headquarters' — People, Facilities, and Functions," printed in Dec. '67 Spectrum, pp. 92-99, contains so much of reference value for the "shirtsleeves brigade" of IEEE that its preservation for ready reference, says Past President McAdam, is a must. "Three-ring binder" treatment is suggested. Those who do not wish to wreck their magazine removing it may obtain a black-and-white reprint. (Don Fink, who else?)

DIRECTORY OF IEEE HEADQUARTERS STAFF, a Supplement to this mailing of E. E. , is a newcomer to "Get-Aquainted" series. It lists staff functions, tells who handles what and how to reach him, or her, by mail or phone, for specific information. Forty names, 30 portraits, an organization diagram; picture of the building, and a map (Copies, Audrey van Dort)

THE INFORMAL TOUCH. Beginning with the December issue, E. E. began making its references to staff members by the call-me-Woody, call-me-Betty names used in the office. (Exception: For accuracy in addressing mail, we continue to say "Mrs.") We do draw a line around the staff, and will continue to refer to Directors and others less familiarly, as befits members of a learned society.

IMPROVED COMMUNICATIONS. In response to recommendations of the Sections Committee the General Manager has announced: that all mail addressed "IEEE", without name of a staff member, will pass through the hands of a single General Mail

Desk for proper routing. . . that the present 14 Section or Council offices (as well as the chairman and other officers) will receive copies of letters referring to actions in those Sections. . . that the Membership Desk at large conferences will maintain whereabouts schedules of BofD members and of headquarters Staff Directors.

ORGANIZATION CHARTS, CURRENT. Two are available: general organization of IEEE - current Organization Roster, frontispiece; details of headquarters Staff Operations, in Spectrum, Dec. '67, p. 94, essentially repeated in "Slim Jim" Supplement to this issue of E. E.

THE SECTION MANUAL has been revised so as to be more useful, it is hoped. It was mailed out at the end of January, together with a first cut at a new "Section Public Relations and Publicity Guide."

AUTHORS' GUIDE TO IEEE PUBLICATIONS. Appears once a year, only, in Spectrum (Jan. '68, p. 29); nowhere else. Names the principal periodicals, Transactions; gives frequency of publication, fields of interest; name, address of editor. Article also directs inquirers to information for authors on preparation of manuscript, proper use of electrical units, how and where to submit papers.

IEEE AND JOINT CONFERENCES. A quarterly schedule of conferences, latest mailed January. Contains greater detail than "Calendar" appearing monthly in Spectrum, and projected farther into future. Essential for those planning other-than-local meetings. (Copies, Ed MacDonald)

COMMITTEE COMMON LORE (the "Green Papers" Supplement) concludes with this issue of E. E. There were five altogether, bimonthly since June '67. Some readers are putting them together in a folder. (Missing ones, Audrey van Dort)

"FOR YOUR INFORMATION"

IEEE TRANSLATED JOURNALS program enters its 8th year. A brochure describing

these English-language translations of electrical engineering and physics periodicals printed in the USSR and Japan is available (Alex McKenzie). Latest additions are "Soviet Automatic Control," translated from the Ukranian, scheduled for 1968; and "Electronics in Mainland China," from the Chinese, now being worked up.

RECENTLY-ELECTED FELLOWS and their citations were listed in Spectrum, Jan. '68, pp. 16-22. Brief biographies of recipients in 1968 of the Medal of Honor and other major IEEE awards were contained in a news release Jan. 12, '67. (Copies, Jack Kinn)

HIBSHMAN ON HISTORY OF THE MERGER. IEEE History Committee has retained Nels Hibshman to write Genesis. Interviewed by E. E. in January, he extolled the virtues of retired life on a balcony overlooking a swimming pool in Florida, where "a blue heron and a pink flamingo, at the bidding of the Management, test the alkalinity of the water after the manner of Litmus. . . Personally, I don't swim." From such idyllic detachment will proceed the flowing narrative.

WELCOME ABOARD!

Quarter-deck: Flourishes, side-boys, for 13 new Directors: Borgnis, Elliott, Fowler, Hawley, Heffner, Holmes, Huggins, Mimno, Mulligan, Savage, Shive, Sumerlin, Tanner.

Editor, Spectrum: J. J. Gerald (Jerry) McCue, Staff Member, Lincoln Laboratory of Massachusetts Institute of Technology, Lexington, Mass., who will carry on in the tradition of Ryder, Willenbrock, and Cutler, writing "Spectral Lines,"

Editor, Student Journal: Professor Frank Barnes, Chairman, Electrical Engineering Department, University of Colorado, Boulder, Colorado, who will carry on in the tradition of Ted Hunter.

Chairmen and Members of IEEE Units, taking up new duties, wherever you are!

Staff: Mrs. Emma White, who has assumed the Student Branches secretarial duties laid down by Larry Leonard.

New Group Chapters in Sections:

Section	Chapter
Central Indiana	Engineering Management
Central Virginia	Automatic Control
Charlotte	Communication Technology
Huntsville	Aerospace & Electronic Systems
Northeastern Wisconsin	Power
Ottawa	Communication Technology
Rochester	Joint: Power Industry & General Applications
Schenectady	Systems Science & Cybernetics

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Supplements:

- Folder - Directory, Headquarters Staff
- Green - Committee Common Lore - Final

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.