President: Bruno SICILIANO
siciliano@ieee.org

OUTLINE

- IEEE Organization
- RAS Organization
- Standing Rules
- Publications
- Conferences
- Finances
- Current Issues
- New AdCom Meeting Organization
IEEE Organization

IEEE is organized into

- 324 local sections in 10 geographic regions
- 1784 chapters comprised of local members with similar technical interests
- 38 societies and 7 technical councils, clustered in 10 divisions
- 1616 student branches at colleges and universities in 80 countries
- 452 student branch chapters

IEEE Executives

- The voting membership of IEEE elects a new president each year, who serves for three years – first as President Elect (PE), then as President and CEO, and finally as Past President (PP)
- IEEE presidents also serve on three top-tier IEEE governing bodies:
  - IEEE Board of Directors (Pres + PE + PP + Secr + Treas + 6 Board VP/Pres + 10 Division Dirs + 10 Region Dirs + 2 Dir-Emeritus + Exec Dir + Staff Dir & Secr)
  - IEEE Executive Committee (Pres + PE + PP + Secr + Treas + 6 Board VP/Pres + Division VIII Dir + Exec Dir + Staff Dir & Secr)
  - IEEE Assembly (Pres + PE + PP + 10 Division Dirs + 10 Region Dirs)

Elections are held annually for top IEEE officers
IEEE Organization

IEEE Major Boards

Six subordinate boards govern major areas of IEEE interest:

- Educational Activities Board (EAB) — Vice President
- Publication Services and Products Board (PSPB) — Vice President
- **Technical Activities Board (TAB)** — Vice President
- Member and Geographical Activities Board (MGAB) — Vice President
- IEEE Standards Association — President
- IEEE-USA — President

Each has an elected volunteer leader

IEEE Committees

- There are currently **23 standing committees** of the IEEE Board of Directors

IEEE Staff

- IEEE has **approximately 900 employees** who support IEEE activities
- The **Executive Director** is the full-time chief operating officer. The Executive Director serves on the IEEE Board of Directors
TAB Committees

- Conferences Committee
- Management Committee
  - Awards and Recognition Committee
  - Ethics and Conflict Resolution Committee
  - Finance Committee
  - TA/MGA Visits Program Committee
  - Society Review Committee
  - Transnational Committee
- Nominations and Appointments Committee
- Periodicals Committee
  - Magazines Committee
  - Newsletters Committee
  - Periodicals Review Committee
  - Transactions Committee
- TAB/PSPB Products & Services Committee
  - Conference Publications Committee
  - Periodicals Packages Committee
- Strategic Planning Committee
  - New Technology Directions Committee
TAB Membership

- Chair, VP Technical Activities
- Past Chair, Past VP Technical Activities
- Vice-Chair, Strategic Planning Committee Chair
- Treasurer, Finance Committee Chair
- Conference Committee Chair
- Periodicals Committee Chair
- TAB/PSPB Products & Services Committee Chair
- 10 Division Directors
- 45 Society/Technical Council Presidents
- Secretary (non-voting)
- 8 IEEE Staff (non-voting)
Society Officers

- President                Bruno Siciliano
- President-Elect          Kazuhiro Kosuge
- Junior Past President    Richard Volz
- Treasurer                Xiaoping Yun
- Secretary                Frank Park
- Parliamentarian           Robin Murphy

- VP Conference Activities  John Hollerbach
- VP Financial Activities   Ian Walker
- VP Industrial Activities  Alexander Zelinsky
- VP Member Activities      Alícia Casals
- VP Publications Activities Peter Luh
- VP Technical Activities   Ken Goldberg

- AdCom Members (2008)
  Aude Billard
  Pierre Dupont
  Hideki Hashimoto
  Seth Hutchinson
  Katsushi Ikeuchi
  Kevin Lynch

- AdCom Members (2009)
  Hajime Asama
  Rüdiger Dillmann
  Toshio Fukuda
  Vijay Kumar
  Jean-Paul Laumond
  Roland Siegwart

- Student Activities Committee Chair Carol Reiley

- AdCom Members (2010)
  Peter Corke
  Alessandro De Luca
  Lynne Parker
  Stefano Stramigioli
  Shigeki Sugano
  Satoshi Tadokoro
Voting members
- President (Chair)
- Junior Past President
- Secretary
- Treasurer
- President-Elect
- Student Activities Committee Chair
- 18 Elected Members
  - Expected to attend AdCom Meetings (2 consecutive absences max)
  - Expected to participate in at least 2 boards or standing committees

Non-voting members
- Parliamentarian
- 6 Vice Presidents
- Senior Past President
- TC Chairs
- Standing Committee Chairs
- RAS Representatives on IEEE Councils
- RAS Liaisons to IEEE Boards & Committees

Travel reimbursement (only for Elected Members)
- $900 max for travel within US/Canada, Europe, Asia/Pacific, or Latin America (1 night)
- $1200 max for travel from one region to another (2 nights)
- Fill out Expense Report Form and send to Treasurer: Xiaoping Yun
  - Original tickets/receipts for full reimbursement
  - Copies for partial reimbursement
Other Standing Committees

- Advisory Committee
  - 5 Past Presidents

- Awards Committee
  - Award Nomination Committees
  - Award Evaluation Panels
  - Fellow Evaluation Committee

- Constitution and Bylaws Committee
  - Parliamentarian + Secretary

- Nominations Committee
Standing Rules

Nominations and Awards
- Must be more nominees than positions/awards
- Evaluation must be separate from nomination, i.e., evaluators must not have participated in nomination
- AdCom must have geographical distribution
Publications

- Society owned
  - IEEE Transactions on Robotics
  - IEEE Transactions on Automation Science and Engineering
  - IEEE Robotics and Automation Magazine
- Co-sponsored
  - IEEE/ASME Transactions on Mechatronics
  - IEEE/ASME Journal on MEMS
  - IEEE Transactions on Haptics
  - IEEE Transactions on Mobile Computing
  - IEEE Transactions on Nano-Bio Sciences
  - IEEE Transactions on Nanotechnology
  - IEEE Sensors Journal
  - IEEE Systems Journal
Biggest source of income $$$

- Fully sponsored
  - ARSO  IEEE Workshop on Advanced Robotics and its Social Impacts
  - AutoID  Workshop on Automatic Identification Advanced Technologies
  - CASE  IEEE Conference on Automation Science and Engineering
  - CIRA  International Symposium on Computational Intelligence in Robotics and Automation
  - Humanoids  IEEE-RAS International Conference on Humanoid Robots
  - ICORR  IEEE International Conference on Rehabilitation Robotics
  - ICRA  IEEE International Conference on Robotics and Automation
  - ISAM  International Symposium on Assembly and Manufacturing
  - MEMS  IEEE International Conference on Micro Electro Mechanical Systems
  - SSRR  IEEE International Workshop on Safety, Security and Rescue Robotics
  - WHC  World Haptics Conference
## Conferences

- **Partially sponsored**
  - 70% MFI \(\rightarrow\) IEEE International Conference on Multisensor Fusion and Integration for Intelligent Systems
  - 50% BioRob \(\rightarrow\) International Conference on Biomedical Robotics and Biomechatronics
  - 50% IEEE-CYBER \(\rightarrow\) IEEE International Conference on Cyber Technology in Automation, Control, and Intelligent Systems
  - 50% IERA \(\rightarrow\) IFR/IEEE Industry Forum on Innovation and Entrepreneurship in Robotics and Automation
  - 40% HRI \(\rightarrow\) ACM/IEEE International Conference on Human-Robot Interaction
  - 33% AIM \(\rightarrow\) IEEE/ASME International Conference on Advanced Intelligent Mechatronics
  - 30% ICAL \(\rightarrow\) IEEE International Conference on Automation and Logistics
  - 30% ICIA \(\rightarrow\) IEEE International Conference on Information and Automation
  - 30% ICIT \(\rightarrow\) IEEE International Conference on Integration Technology
  - 30% ROBIO \(\rightarrow\) IEEE International Conference on Robotics and Biomimetics
  - **25% IROS** \(\rightarrow\) IEEE/RSJ International Conference on Intelligent Robots and Systems
  - 25% ICMA \(\rightarrow\) IEEE International Conference on Mechatronics and Automation
  - 25% SI \(\rightarrow\) IEEE/SICE International Symposium on System Integration
  - 20% MHS \(\rightarrow\) International Conference on Micro-Nano Mechatronics and Human Science
  - 20% MMA \(\rightarrow\) IEEE International Conference on Methods and Models in Automation
  - 20% ROMAN \(\rightarrow\) IEEE International Symposium on Robot and Human Interactive Communication

- **20+ Technically sponsored**
## Recent Financial History

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**all figures in thousands**
Effects of IEEE Changes

- Non-IEEE sponsors do not receive IEL income
- There have been several major changes in financial algorithms over the past few years
  - Direct and indirect infrastructure algorithms established in 2001, 2002
  - "New" IEL revenue distribution
    - 50% implemented in 2006
    - 100% implemented in 2007
  - Indirect infrastructure algorithm Change, Feb. 2006 (effective 2007)
  - Indirect infrastructure algorithm Change, BoD ok, Feb. 2007
    - Effective 2008
- In progress
  - New conference Package products algorithm
    - Formal proposal in May/June 2008
    - Implementation in 2010 (or later)
# Effects of IEEE Changes

## Impact (in thousands)

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### Effects of IEEE Changes

**Impact (in thousands)**

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IEEE TAB Rules

- Operating Fund/Watch List rule
  - Negative operations in any 2 out of 3 years => Watch List

- Reserves Watch List rule
  - Reserve/Expenses < min in any 2 out of 3 years => Watch List
  - Our min is 0.3 of annual budget

- Reserves can only be budgeted for initiatives in accordance with TAB rules
  - If society reserves > min, can budget up to 3% of society reserves for operations IF the overall TAB averages is ≤ 1%

- IEEE TAB must approve society budgets

- 50% of the operational surplus from year N can be used in year N+1

- All other surplus goes into reserves
Business Plan Principle

- Our reserves shall
  - Be maintained at or above the TAB specified minimum plus a safety term
    - Suggest TAB min + 50% worst market loss + initiative capacity
  - Be the basis for establishing new initiatives
- Initiatives are a mechanism for using our reserves to benefit members
- While initiatives are encouraged when resources are available, strong proposals are expected
  - Reserves should not be spent simply because the excess reserves are substantial
- The initiative process shall consider
  - Member inputs
  - Income sources and budget impact
  - Formal independent review of initiative
  - Transition from initiative to ongoing expense or sunset
Expenses (to members) of carrying out society business shall be reimbursed

Members should not normally be paid for society activities
  - Major business activities should be led by member volunteers but supported by professional services, either inside or outside the IEEE

As a volunteer-run Society, consideration should continually be given to business simplification
Member inputs

Committees generate initiative ideas and preliminary proposals

Review by Boards or LRPC

Detailed proposal prepared

Fall, N-2

Winter, N-2
IEEE Budget Process

Society budget request

Operational budget $\leq$ Projected income for year N

Initiative requests

IEEE TAB budget review & approval

Society budgets

April, N-1  June, N-1  Year, N

- Income projection is usually quite inaccurate
  - Often hundreds of thousands of dollars become available AFTER the end of the year
  - Such extra income just goes into reserves where we have only limited access to it
Current Issues

CAB

- RAS conference portfolio is getting even more complicated
- Hiring administrative assistant to help with all the reporting and financial details, and to unburden society volunteers
- Timely closing of conferences and prompt posting of proceedings on Xplore has big financial impact. We are considering requiring the use of Paperplaza to expedite proceedings posting
- Of the many sponsored conferences, only ICRA is scrutinized closely in terms of its intellectual impact and operations. Given RAS exposure to other sponsored conferences, SCTP will begin to scrutinize them similarly
Current Issues

- **FAB**
  - Preparation of budget for 2009
  - Budgeted 2008 funds for an initiatives competition, for which proposals were solicited earlier this year
  - 5/16 to be funded, conditional on a satisfactory mechanism for transferring the funds being worked out by RAS
  - Considerable burden on Review Committee, FAB, and Treasurer → Consider stopping program
Current Issues

- PAB
  - New IEEE Transactions on Haptics to be published semi-annually with first issue to be premiered this September – EiC: Edward Colgate
  - Survivability of TASE: reduced income from subscriptions vs. increased production costs

- TAB
  - Triennial comprehensive review of each Technical Committee
  - Online database for all Distinguished Lecturers
  - New format for the GOLD event at ICRA + IROS, and CASE
  - New ways to present research milestones in Robotics and Automation, e.g. online graphical interface to RAS best papers indexed by year and topic, and linked to Xplore
  - Implement AdCom recommendation to give birth to Technical Communities
Based on recent experience of Open Forum/Plenary Meeting aimed at “opening” AdCom to wider membership

- Ensure transparency
- Recruit new volunteer souls

Reduce [8h] duration of AdCom Meeting

- Make docs available on RAS Wiki in advance, so that members come prepared to focused discussion and voting
- Reduce waste of xerox and papers on site

New format [4h]

1. Introduction (OPEN)
2. Reports (OPEN)
3. Consent Agenda (INTERNAL)
4. Discussion Agenda (INTERNAL)
5. New Business (INTERNAL)
Where Does Time Go?

Must conduct business (present) but also want to debate future directions

Committee reports
  - Could be done off-line (maybe), but
    - Some isn’t available until right before (ex. FAB)
    - Just hard to understand without being able to ask questions
    - Need info to make informed decision, majority won’t read in detail in advance
  - Chair can exercise prerogative to keep on time
    - If report is supposed to take 10 minutes, at 8 minutes remind to wrap up and then reclaim the floor at 10 minutes

Discussion on motions
  - Could revisit intermingling of reports and motions
  - Could enforce default structure
    - Would probably eliminate excessive “repeat speakers”
  - Could add limits (esp. alternating views)
    - Best choice to formally limit overall

Difficulty: explanations, discussion on the future/reports is intermingled with motions; hard to manage time
Questions/Comments

- Friendly amendments
- General consent
- Unanimous consent
- Withdrawing seconds
Methods to Speed Up

- Do a roll call at the beginning of the meeting to assure a quorum (and to get people settled down)
- Don’t vote on routine matters, like accepting the minutes, or on non-controversial issues — use *general consent*
  - Ex. Chair says
    - “If there is no objection, the minutes will be accepted...” Pauses. If no objection, Chair then says “Hearing no objection, the minutes are accepted”
  - If don’t pause, seems like you’re gaveling through
  - CAN BE USED FOR MOTIONS THAT SEEM UNCONTROVERSIAL
    - “If there are no objections, the motion will be amended...”
- Consent agenda
  - Put routine things in a “block” and approve in one shot
    - But can’t do this for reports with motions (or have to assume AdCom has read in advance)
    - Eliminates reports, which in turn limits discussion and brainstorming. Or general info & recognition (ex. PAB, CAB)
- Better partitioning of functions of 2 Meetings
  - Spring on budgetary items since time dependency with IEEE
  - More discussion-oriented in Fall (TAB, etc.)
- Educate AdCom, esp. ExCom, on Robert’s Rules of Order
Managing Debates: Defaults

- The Chair needs to be assertive about
  - Time limits on committee reports
  - What is in/out of order
    - Technically, informal information consultations are discouraged but seem to be helpful for this body: If the result of a committee, have them be very succinct and explicit about it
    - 2 person sidebar-type discussions are inappropriate
  - Who speaks when is actually covered by RRO 2ndd XII p 374 and therefore in our bylaws
    - Default order is:
      - Whoever makes motion, gets to talk (if he hasn’t already)
      - No member who has spoken on it gets to speak again unless everyone who hasn’t spoken on it (and wishes to) has
        “Before giving the floor to X, is there anyone who wishes to add something who hasn’t spoken already”
        And Chair can exercise prerogative to say, “Given our time constraints, please restrict your comments to new issues...”
      - The Chair should encourage alternation of for/against by recognizing a speaker (can always explicitly ask)
        “We’ve heard a reason for the motion, does anyone have a short reason against?”
  - Default time is:
    - ≤ 10 minutes per speaker (no “rollover minutes”, just like bad cell phone plan)
    - No speaker can speak twice on the same question on the same day
Move Beyond Default

- “Special Rules” can be adopted via 2/3 without debate
- Ex. 1: limit discussion to total time for motions listed on agenda (or a specific question)
  - When time runs out, automatically vote on motions (pop the stack)
  - Put in standing rules or vote on at the beginning of the meeting
  - Not the same as limiting the committee reports; that’s just enforcement
  - Issue: reports vs. motions
    - If report is long, would interfere with proper consideration and thoughtful discussion of motion
- Ex 2: formal adopt alternating for/against speeches
  - Begs question of general discussion, point of information
- Ex. 3: speaker only one speech per question per day
- Can be loosened on the fly (e.g., “I move to extend discussion for 10 more minutes”) with a 2/3 vote
Observations

- Business motions need to be more formal — English is not a first language for many members. Use “magic phrases” (like “I move”) and strive for clarity by continually repeating motion, etc.

- Motions made by a committee do NOT require a second
  - Purpose of second is to make sure a single person doesn’t derail the process — at least one other person buys in; A Board, by definition, has at least two people

- The Chair handles the motions, not the committee person

- The present is the Chair, this is a hard position for a secretary to manage

- The Chair needs a gavel and a timer that goes “beep”

- The Parliamentarian is usually not allowed to vote except in ballot votes for fear of manipulating system
  - Conflict with my position on AdCom? Accept potential conflict

- Consent agendas won’t buy us much unless we are willing to do lots of reading offline and not recognize people who worked hard
  - Important for pre-tenure faculty who need the visibility (and to meet the more senior people)
Recommendations

- President (Chair) and Secretary
  - Exercise authority, responsibility, and judgment
    - Better use of RRO
  - Start using a gavel to bring to order, regain attention
  - Determine format of board reports and motions (with ExCom)
- ExCom, LRPC?
  - Review purposes and stakeholders of the 2 meetings
    - In tandem with the review of the whole pre-AdCom ad hoc meeting structure
- Parliamentarian & Constitution/Bylaws Committee
  - Propose a set of special rules to put forth for vote for next AdCom, and then adoption into standing rules after 1 year trial period
  - Handout of main points of Robert’s Rules before meeting
  - 10 minute “pre-game” reminder with President, presenters
Abstentions do not count except when a vote specifically requires 2/3 members voting, then abstentions count as a negative

- You don’t count abstentions in the vote, though it is considerate to ask for those abstaining so that they can realize that they may be missing the opportunity to vote
- If you have a quorum (which just ensures that the “pool” of voting members is present) of 13 members, but a particular motion gets a 4 for, 2 against vote, the motion carries even though the number of abstentions exceeds the number of people voting
Delaying/killing
A vote

Leads to vote

Motion should specify committee members,
Deadline to make report

Move to Commit
Or refer to Committee
Second, debatable, majority

N<=next mtg
Second, debatable, majority

Postpone for N length of time,
N<=next mtg

Postpone indefinitely "kill"
Second, no debate, 2/3 rule

Voting

Bylaws
Or Constitution
Not on Bylaws
Electronic
AdCom mtg
Quorum=13 AdCom
N/A

Simple majority

2/3 Majority,
30 day notice

Electronic
AdCom mtg
Quorum=13 AdCom
N/A