

IEEE MONTRÉAL SECTION
OPERATIONS MANUAL
Created: July 2018, Updated: April 2019

# Introduction

The present document describes the IEEE Montréal Section rules of operation. The IEEE Montréal Section is a section of IEEE Region 7, which is governed by IEEE Canada. The section goes by both the English and French spelling of Montreal, for example, both of the following are acceptable designations:

1. IEEE Montréal Section
2. IEEE Montreal Section

#  Geographic Location

The IEEE Montréal Section territory can be approximated by the area of the Province of Quebec which lies west of an imaginary line connecting the IEEE Sections of Trois Rivières and Sherbrooke.

# Rules of Operation

The IEEE Montréal Section is governed by the rules specified in Section 9.4 of the IEEE MGA Operations Manual (2016) which can be found at the following <website>.

# Local Operating Procedures

The IEEE Montréal Section applies the following Local Operating Procedures:

1. The IEEE Montréal Section is administrated by the IEEE Montréal Executive Committee and the IEEE Montréal Board of Directors.

The voting officers of the IEEE Montréal Board of Directors include:

1. Chair, Vice Chair, Treasurer and Secretary
2. Chapter and Affinity Group Chairs
3. Student Branch Chairs and Counselors
4. Chairs of Standing and Ad Hoc Committees
5. Members of the IEEE Montréal Executive Committee

The voting officers of the IEEE Montréal Executive Committee include:

1. Chair, Vice Chair, Treasurer and Secretary
2. Past Chair

Present serving members of the Board of Directors are listed on the IEEE Montreal [website](http://montreal.ieee.ca/).

1. Representatives (Chair and/or Vice Chair, or appointed delegate) from each Student Branch are full voting members of the Board of Directors.
2. Elections for all officers (Chair, Vice Chair, Secretary, Treasurer) shall take place every two years. The officer terms shall be from January 1 to December 31 of the following year.
3. The immediate Past President shall chair the Section Nominating Committee.

# Operations Manual Ratification and Revisions

The present Operations Manual was discussed and ratified during the August 2018 meeting of the IEEE Montréal Executive Committee. After ratification, the IEEE Montréal Section Operations Manual shall be ratified or revised every five years starting in the year 2020.

# Policy for Supporting Local Conferences and Meetings

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|  | **Financial** | **Technical** | **Patronage** |
| **Description** | Jointly responsible: surplus & losses based on co-sponsorship percentage. Average surplus of 16% for IEEE conferences. | Conference pays for IEEE Xplore fees. Section ensures quality of papers through a TPC. | Section offers fixed amount for visibility & reduced rates for local IEEE members. |
| **Eligibility** | Any not-for-profit (IEEE & non-IEEE) |
| **Must avoid** | For-profit conferences |
| **Suggestion** | Research history of conference to estimate expected surplus, e.g. number of attendees | Local volunteer can serve as TPC chair & organize a conference committee | Can bring in more conferences to Montreal |
| **Possible services** | (1) Provide local arrangements(2) Conference organization | N/A | (1) Student awards, (2) Sponsor meals |

# Policy for Supporting Travels to IEEE Canada Summits/Congresses

For a 3-year trial period, the section (a) supports one delegate per student branch to travel to the IEEE Canada summit/congress with a total budget of $3500, or (b) support one delegate per student branch, Young Professional and Women in Engineering group to travel to the IEEE Canada Summit/Congress with a budget of $5000 on alternate years.