

MTT-S Operations Committee Report

John Barr
Denver, CO
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MTT-S Operations



Operations Committee Members

Chair	John Barr
ViceChair	Karl Varian
Administrator	Dick Sparks
Nominations	Rey Kagiwada
Historical Collection	Steve Stitzer
MMIC Historical	John Wendler
MTT-S Historian	Ted Saad
Ombudsman	Ed Niehenke
Electronic Communications	Scott Wetenkamp
Parliamentarian	

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Operations Committee Agenda

- ✓ Chair's Report John Barr
- ✓ Electronic Communications Scott Wetenkamp
- ✓ Ombudsman Ed Niehenke
- ✓ Administrator Dick Sparks
- ✓ JOLLY Barr
- ✓ Re-cert Procedures Manual Barr
- ✓ E-balloting Barr/Steer

JOLLY

JOLLY -- IEEE Journals On-Line Launch Project
soon to be called OPeRA - On-line Periodicals & Research Area

- ✓ Journal directory, article abstracts and references on-line, Internet web browser interface in HTML, searchable format
- ✓ Individual full articles on-line in PDF file format (ADOBE ACROBAT - just like the 1996 IMS Digest CD-ROM)
- ✓ Operational since Jan 1997 and 5 Societies, 12 Journals are using the service including ED-S
- ✓ Expense is less than \$15,000 / year

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JOLLY ISSUES

- ✓ Which journals? -- I suggest both the T-MTT and MWGL
- ✓ Who should have access? -- I suggest only those that have actually subscribed to the particular journal should have access to that journal
- ✓ How long should past issues be retained? -- the maximum is one year (this is not an archival source)

JOLLY MOTION

MOTION by John Barr

"The MTT-S ADCOM provides as soon as possible via IEEE's JOLLY system to MTT-S Members the MTT-S journals to which those Members have paid for the regular subscriptions for no additional cost as a membership benefit. The ADCOM approves expenditures of not to exceed \$12,000 in the remainder of 1997 and \$15,000 annually afterwards."

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Recertification of MTT-S Procedures Manual

As stated in the MTT-S Procedure Manual, "After distributing the revised document to the ADCOM, the re-certification of this manual will be an agenda item at the next ADCOM meeting."

MOTION by John Barr

"The MTT-S ADCOM certifies the MTT-S Procedures Manual, dated November 1996, distributed at the January 1997 ADCOM as the operational Procedures Manual for the MTT-S ADCOM."

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E-Mail ADCOM Balloting

Not working !!!

- Insufficient responses by Elected ADCOM
Less than half respond to three different motions
- Confusion on rules
- Too much effort needed by Secretary
Multiple requests to ADCOM to respond

Should we continue?

- Review the guidelines
- How do we improve responses

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E-Mail ADCOM Balloting Guidelines (1)

1. E-mail ballot is a method for the ADCOM to conduct business in a more timely manner and handle routine business outside of the regular ADCOM meetings.

- 1.1 E-mail balloting can used to handle a variety of items:
 - Conference sponsorship approval;
 - Approving non-budgeted expenditures of \$5,000 or less;
 - Special Editor / Issue confirmation;
 - Awards confirmation; and
 - other items as determined by the President.
- 1.2 E-mail balloting can not be used to:
 - Non-budgeted expenditures exceeding \$5,000;
 - Approval of the annual MTT-S Budget;
 - IMS Site Selection; and
 - ADCOM Elections.

E-Mail ADCOM Balloting Guidelines (2)

2. The Secretary will conduct the e-mail ballot
 - 2.1 A motion with a second and supporting documents should be submit in e-mailable format to the Secretary.
 - 2.2 The Secretary will e-mail the motion and documents to the voting ADCOM members.
 - 2.3 There will be a discussion period of at least 14 days. Votes can be cast at any time but are not final until the end of the discussion period.
 - 2.4 Voting will stay open until sufficient number of members have voted for up to 30 days or the next ADCOM meeting, whichever occurs first. If sufficient numbers have failed to vote by the deadline, the motion will be considered rejected.
 - 2.5 The Secretary will tabulate the votes and a motion will be considered accepted (or rejected) when a absolute majority of the Elected Members of ADCOM and actual voting Ex-officio ADCOM members (as defined in Section 3.3 of the ByLaws) have voted to accepted (or reject) the motion.

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E-Mail ADCOM Balloting Guidelines (3)

3. If during the balloting, one-third of the eligible voters request the motion to be tabled, it will be withdrawn and tabled till the next ADCOM meeting.
4. After the ballot is completed
 - 4.1 The Secretary will notify the entire ADCOM of the results.
 - 4.2 If the Motion was accepted it will be placed on the next ADCOM Agenda as a Consent Item (an item to be voted on without debate).
 - 4.3 If the Motion is not accepted, it can be moved again at an ADCOM meeting without a Motion to Reconsider.

E-Balloting Minimum Voting Requirements

Elected ADCOM Members	18	18	18
Actual Voting Ex-Officio Members (Past Presidents, Editors, Life Members)	0	5	9
Minimum Required Affirmative Votes	10	12	14

Effectively a non-voting Elected ADCOM member is voting NO

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