**IEEE UAE Section ExCom Meeting Minutes**

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| **Date & Time** | 19th of December 2016 @ 7 PM |
| **Location** | Kempinski Hotel, Dubai |
| **Attendees** | * Essa Basaeed
* Mohammed Alzaabi
* Fatma Taher
* Essa Alsuwaidi
* Adeel Sultan
* Wathiq Mansour
 |
| **Duration** | 1:30  |
| **Number of Discussed Motions** | 10 |

1. **Section bylaws**

**Background:** According to MGA manual: All Sections are required to operate in accordance with IEEE Constitution, Bylaws, Policies, and the MGA Operations Manual. The use of Section Bylaws shall be allowed when required to meet the requirements of local laws. All such required Section Bylaws shall be submitted for review to the Region Director, who will then forward to MGA staff for review and to obtain IEEE Legal Compliance Department legal approval before submission to the MGA Board for approval.

As such, our section bylaws is considered void since MGA approval has not been obtained.

**The main motion:** voiding section bylaws if permitted by MGA rules.

**Action:** Removing bylaws from section website

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| **Passed** |

**2. Vice-chair as chair-elect**

**Background:** According to MGA manual, A Section may define in its local operating procedures document if the Vice Chair shall automatically become the Chair at the conclusion of their term. It is beneficial for a section that the vice-chair becomes the chair to ensure consistency within section operations.

**The main motion:** For the term (2019-2020), the elected vice-chair shall automatically become the Chair at the conclusion of their term. Therefore, members will only elect the chair-elect (vice-chair), secretary, and treasurer for 2021-2022. As such, it is implicit that the chair will serve for one term only.

**Action:**

The motion will be added to the local operations manual.

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| **Passed** |

**3. Appointment procedure of section committee members**

**Background:** Appointment of members in section committee was done based on the personal networks of committee members. The process should be more transparent to the section members. Section members also should be given the opportunity to volunteer.

**The main motion:** To modify the procedure as: 1) advertise opening positions within the committee to all section members. 2) the nomination committee selects from the pool of candidates. 3) the section ExCom approves the nominations. The section chair may override this procedure if no suitable candidate was found for the position, the position is considered urgent, the position is vacant in the middle of the term, the appointment is for members of nomination committee, or the appointment is for members of the special projects committee. The chair’s selection should be approved by the section ExCom.

This motion does not affect elected members.

**Action:** The motion will be added to the local operations manual.

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| **Passed** |

**4. Amending the term for appointed members**

**Background:** As appointed members might not be willing to commit for a long duration and in order to avoid frequent vacancies in positions, the term for appointed members shall be reduced from the usual two-year term. It is worth mentioning that MGA manual states: All officers shall not serve in any one position, in any single organizational unit, more than six years in total.

**The main motion:** The term of appointed members shall end 31 Dec. regardless of the appointment date. If approved by section ExCom, the appointment might be renewed if not violating MGA rules.

**Action:**

The motion will be added to the local operations manual.

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| **Passed** |

**5. Funds allocated to organizational units**

**Background:** The section used to put all the section rebate in one pool and then distribute it to pre-approved activities. This procedure caused delays in organizing activities. It is better to allocate funds to each OU as assigned by IEEE.

**The main motion:** to allocate rebate funds to each organizational unit as assigned by the IEEE and eliminating the pre-approval step. OU may request additional funds based upon pre-approval.

**Action:**

The motion will be added to the local operations manual.

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| **Passed** |

**6. IEEE UAE Workshop**

**Background**: IEEE UAE section has no event of its own. It is suggested, therefore, to start a seminar series that is organized by the section in areas of interest to the industry and students. The seminar will also include an introduction to IEEE to encourage non-member to join.

Half day Workshop**:** 2 hrs

No of attendees:100

Date : (tentatively) March 2017

Venue: preferred to be in an industry or a government entity

**The main motion:** to form a committee of Dr. Fatma, Eng. Essa AlSuwaidi, and Dr. Wathiq to discuss and present further details before the committee for approval.

**Action:** the committee to present further details of the event in Jan. meeting

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| **Passed** |

**7. Frequency of IEEE UAE ExCom Meetings**

**Background:** There is no specific time plan for section meetings. It is better to have a clear timetable for section committee meetings

**The main motion:** To meet for at least 8 times a year regardless of the medium.

**Action:**

The motion will be added to the local operations manual.

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| **Passed** |

**8. Happiness meter**

**Background:** Previously, the section did not get direct feedback from its members. In line with the UAE government initiatives, the performance of the section should be measured in terms of happiness.

**The main motion:** to establish a happiness meter where members are asked to indicate how happy they are with section services once a year. The survey will also include a suggestion/ comments section. The happiness meter results are to be published on the section website. The first survey to be published on January as benchmark (private), while the rest will be on December.

**Action:** Member happiness officer shall be informed to conduct the survey and follow-up on members’ suggestions and comments with other OUs.

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| **Passed** |

**9. Publishing Meeting Minutes**

**Background:** In order to increase the transparency in section operations, meeting minutes are to be published on the website. This also serves as a repository for future reference.

**The main motion:** to publish all meeting minutes (of the current committee) on section website unless declared confidential.

**Action:**

The motion will be added to the local operations manual.

The secretary and the webmaster will ensure publishing meeting minutes regularly.

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| **Passed** |

**10. Membership Enhancement Committee**

**Background:** following the directions from the respective committee in IEEE region 8 to form a membership enhancement committee.

**The main motion:** to form a committee for membership enhancement that consists of the chair of student activities, young professionals, professional activities, membership activities, as well as the industry relations officer and the chapter coordinator. The committee is to meet at least 4 times a year (regardless of the medium) to set, conduct, and follow-up on a plan to recruit and retain members.

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| **Passed** |