**IEEE UAE Section ExCom Meeting Minutes**

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| **Date & Time** | 16th of January 2017 @ 7 PM |
| **Location** | University of Dubai, Dubai |
| **Attendees** | * Essa Basaeed * Mohammed Alzaabi * Essa Alsuwaidi * Adeel Sultan * Wathiq Mansour * Nazih Khaddaj * Balqees |
| **Duration** | 1:59 |
| **Number of Discussed Motions** | 15 |

**Meeting Agenda**

1. Approval of Agenda (consent agenda)
2. Approval of previous Meeting Minutes (consent agenda)
3. Annual General Meeting Funds
4. New section committee introduction (2017-2018)
5. Appointment of Section Nomination Committee
6. Appointment of IEEE GCC representative
7. Establishing IEEE GCC as a Geographical Council
8. Election procedure for the chair position of Student Activities
9. Election procedure for the chair position of Member Activities and Technical Activities
10. Bank Signature Card
11. Awarding the member with the best suggestion
12. Quorum
13. Removal from office for appointed positions
14. Technical Co-sponsorship of icca 2017
15. MoU with Emirates Science Club
16. MOU with universities and industries
17. Sister Section Agreement
18. Newsletter frequency
19. IEEE UAE Meeting Reports for events held in 2016
20. Any other business approved by the chair
21. Adjournment
22. **Annual General Meeting Funds**

**The main motion:** To allocate a total budget of 30,000 AED towards the expenses of organizing the Annual General Meeting in Jan. 2017.

**Action:** section treasurer to allocate the funds.

**Passed**

1. **Appointment of Section Nomination Committee**

**Background:** As per the motion passed in the previous meeting, the section chair has nominated the following as the nomination committee 2017.

**Motion:** to appoint Prof. Hussain Al-Ahmad (Chair), Dr Hoda Al-Khazaimi, and Dr AbdulRahman Al-Ali as the nomination committee for 2017.

**Action:** the nomination committee to start receiving nominations for all appointed positions within section committee.

**Passed**

1. **Appointment of IEEE GCC representative**

**Background:** IEEE UAE Section is a member of IEEE GCC Committee. Usually, the section chair represents the section in the IEEE GCC Committee. However, due to the vast experience of Dr. Eesa Bastaki and his long serving history within IEEE GCC, the following motion is proposed.

**The main motion:** To name Dr. Eesa Bastaki as the representative of IEEE UAE Section in the IEEE GCC Committee for the years 2017-2018.

**Action:**

The section chair to inform the IEEE GCC Committee.

**Passed**

1. **Establishing IEEE GCC as a Geographical Council**

**Background:** IEEE GCC has been running as an entity for several years now. Yet, this entity is not officially recognized by the IEEE.

**The main motion:** To initiate the process of establishing IEEE GCC as a Geographical Council

**Action:**

The representative of the section to bring this suggestion before the IEEE GCC Committee.

**Passed**

1. **Awarding the member with the best suggestion**

**Background:** the award aims to encourage members to submit their ideas to the section.

**The main motion:** To refer to a committee of Adeel, Essa Al-Suwaidi, and Balqees to find a mechanism for the best suggestion award.

**Action:** Adeel, Essa Al-Suwaidi, and Balqees to discuss the mechanism to form this award. Then to form a motion for the committee approval.

**Passed**

1. **Election procedure for the chair position of Student Activities**

**Background:** Although the aforementioned position is to be appointed through elections, it is suggested that the election is performed within the committee and not all members. This will ensure better harmony within the committees and speedy appointment of the crucial position.

**The main motion:** The committee may nominate any section member to become the chair including members of the committee. The list of nominees needs to be approved by the section committee. The chairs of Student Activities is appointed via elections within the respective committee. The chair is to be selected by December.

**Action:** Chair of the nomination committee to follow-up and help committee members in appointing their respective chair.

**Passed**

1. **Election procedure for the chair position of Technical Activities and Member Activities**

**Background:** Although the aforementioned positions are to be appointed through elections, it is suggested that the elections are performed within the committee and not all members. This will ensure better harmony within the committees and speedy appointment of the crucial positions.

**The main motion:** To appoint chairs of Technical Activities and Member Activities via elections within the respective committee. A committee may nominate any member of the committee to become the chair. The chair of the Technical Activities Committee shall be automatically the chapter coordinator. Following the same mechanism of electing Student Activities Chair.

**Action:** Chair of the nomination committee to follow-up and help committee members in appointing their respective chairs.

**Passed**

1. **Bank Signature Card**

**Background:** The bank signature card needs to be updated as the new board has taken office.

**The main motion:** Any two officers (i.e., honorary chair, chair, vice-chair, secretary, and treasurer), provided that the treasurer or the chair being one of them, shall be authorized to draw funds as approved by the Section Executive Committee.

**Action:** Secretary to write a letter to the bank with the new list of approved signatories. Members to visit the branch to sign the signature card.

**Passed**

1. **Quorum**

**Background:** In order to avoid unnecessary cancellations of section meetings, section chair may transfer voting powers of absent members to those present in the meeting.

**The main motion:** A majority of the voting members shall constitute a quorum. If a voting member is not present in the meeting, the section chair may transfer the voting power of the absent member to a member in his/her committee.

**Action:** to be added to the section local operation document.

**Passed**

1. **Removal from office for appointed positions**

**Background:** Currently, there is no mechanism to remove members from appointed positions.

**The main motion:** The section chair may request, in a section committee meeting, to remove another member from his/her appointed position with or without specifying the reason. The removal from office requires the affirmative votes of two-thirds of the voting members present in the meeting.

**Action:** to be added to the section local operation document.

**Passed**

1. **Technical Co-sponsorship of icca 2017**

**Background:** The International Conference of Computing and Applications is seeking for the IEEE technical co-sponsorship (along with NYU). The conference will take place in Dubai from 6th to 8th of Sept 2017. The conference application is submitted already (no. 41526). Conference link: <http://www.ijcis.info/icca17.htm>

**The main motion:** To approve the conference application as per the recommendations of the conference coordinator.

**Action:** Secretary to approve the MOU on behalf of the ExCom.

**Passed**

1. **MoU with Emirates Science Club**

**Background:** In order to recognize our relationship with Emirates Science as an official national society within the UAE, signing MoU is recommended. The wording of MoU is fixed and approved by IEEE board of directors. Attached to this document.

**Motion:** to approve the MoU and send it to IEEE HQ for final approval.

**Action:** section secretary to forward the signed agreement to IEEE HQ for final approval.

**Passed**

1. **MOU with universities and industries**

**Background:** Although there is a very strong collaboration between the section and some universities, but there is no one single official agreement signed between the section and any other academic institution. In the past, there were 2 agreements, only, signed by the section with Society of Engineers and DEWA.

IEEE encourages activities with national Societies/institutions/industries in order to assist in the development and elevation of technical skills and professional growth for members of participating organizations. This is done through the establishment of a

Memorandum of Understanding (MOU).

**The main motion**: To refer to a committee of Dr. Wathiq, Dr. Nazih, and Adeel to prepare a MoU template for academic entities.

To use the same template of DEWA for MoUs with industries.

**Action**: Dr. Wathiq, Dr. Nazih, and Adeel will draft a template. The drafted template can be based on DEWA and the national MoUs.

**Passed**

1. **Sister Section Agreement**

**Background:** Currently, there is no sister section agreement signed in the past.

Such agreement with another section is very important and highly recommended by

IEEE. The 2 sections will enter into a long term, voluntary relationship for the

purpose of exchanging ideas and experiences on how to benefit from each other’s’

operations. There are many sections, geographically closed to us, where we can sign

an agreement and benefit from the exchange (Kuwait, Qatar, Saudi Arabia, etc.). By

the way, this sister section agreement is very common in IEEE and applied in many

other sections.

**The main motion:** To sign an agreement with “Oman Section” as a

“sister section”.

**Action:** section chair to contact Oman section and sign the agreement with them

**Passed**

1. **Newsletter**

**Background:** In the past, there was a newsletter produced yearly in the section. Last

year, the newsletter was not produced. This should not happen. The newsletter is essential to promote the section activities.

**The main motion:** To produce a digital section newsletter (in each quarter). The last one could be bigger, include all news, and be printed.

**Action:** the newsletter editor to set a clear timeline for a timely publication of the newsletter.

**Passed**

Comment: advertise events after they occur immediately. The editor should take care of that.

1. **IEEE UAE Meeting Reports for events held in 2016 (report)**

The report is in the link below

<https://docs.google.com/spreadsheets/d/14DmKx5v5K8Y-o9NASJyByTb-umeU-eGfA4ptngmiQwk/edit?usp=sharing>