This letter serves as the official call for nomination for the following positions within the IEEE Computational Intelligence Society (CIS):

Vice President for Finances (2019-2020)
Vice President for Conferences (2019)

According to the CIS Bylaws, five AdCom Members-at-Large are elected each year, plus any vacated positions. Due to resignation, the position of Vice President (Elect) for Finances has become vacant for the remaining part of 2018. Note that the the Vice President (Elect) for Finances (2018) serves as the Vice President for Finances for 2019-2020. Moreover, the current Vice President for Conferences has been elected as the President - Elect (2019), and hence the position of the Vice President for Conferences has become vacant for year 2019. In the case of nominations, the nominee needs to accept to serve in the position if he/she is selected and prepare a position statement as part of the nomination package (see below). Self-nominations are permitted.

The nomination package should include the following:

- A brief CV/resume of no more than two pages.
- A position statement of no more than one page, explaining:
  - Your vision for Computational Intelligence Society on finance / conferences (depending on the position) and how they contribute to CIS's overall growth and serve CIS member needs
  - Challenges faced by the Society on finance / conferences and your ideas of tackling them
  - The objectives have to be Specific, Measurable, Achievable, Relevant and Time-bound (SMART) objectives of your term (if elected) and beyond
  - A list of previous volunteering experience within CIS, IEEE, and other professional organizations, and relevant achievements. (No more than one page)

All the nomination and self-nomination information should be sent to the Chair of the [CIS Nominations Committee] with a copy sent to [Jo-Ellen Snyder] by [Friday, 16 November 2018].

Best regards,

Gary G. Yen, Chair
CIS Nominations Committee