

IEEE Computational Intelligence Society

Actions of the CIS ADCOM and Committees without a meeting **Email Session and Voting Regulation**

Approved by the IEEE CIS AdCom on 2009-06-14

This regulation integrates and details the IEEE CIS Bylaws, Art. XI, Sect. 34 “Actions of the CIS ADCOM and Committees without a meeting”. Refer to this Section for aspects which are not covered by the present regulation.

1. Any CIS Committee, including the ADCOM, unless differently specified in the governing documents of the Society or the IEEE, can use email to conduct short discussions and vote on motions concerning simple, non-controversial matters. This type of interaction will be called “email session”.
2. An email session shall address only one simple, non-controversial topic. It is highly recommended that only one email session per committee is running at the same time.
3. All voting members of any CIS committee must have an email address to participate to email sessions.
4. The committee chair starts the email session by sending an email message (called “email session opening message”) to all committee members. To facilitate the exchange of opinions during the discussion, it is recommended that a distribution list with all committee members be used for sending such session opening message. The subject of the opening message shall concisely and clearly state the topic of the email session. The opening message shall contain:
 - a. the concise presentation of the topic of the session (usually one line),
 - b. the detailed presentation of the topic,
 - c. possible documents supporting the presentation of the topic and the related discussion,
 - d. the motion (only one motion per email session is allowed),
 - e. the deadline by which the discussion on a motion shall be completed when the motion has been placed on the floor,
 - f. the deadline by which the vote on a motion shall be completed when the motion has been placed on the floor,
 - g. the names of at least two people responsible for tallying the vote. Whenever possible one of them shall be the IEEE CIS Executive Administrator. The chair might be the second one. Should it be necessary, only committee members could be appointed to perform this duty.
5. The topic of the session as stated in the email session opening message is adopted automatically by the committee for possible discussion and vote.

6. The motion contained in the email session opening message is automatically considered on the floor for discussion.
7. At any time during the email session any committee member is allowed to ask for more information about the topic of the email session and the related motion.
8. Only the committee chair can make amendments to the current motion. He can make amendments at any time during the email session. His amendments are automatically considered approved and the modified motion is considered automatically placed on the floor for discussion and vote. Votes expressed on the original motion are considered as not cast.
9. No motion in addition to the one listed in the email session opening message is allowed, except motions to enter and leave “executive sessions”.
10. At any time during the email session the committee chair is allowed to postpone a motion (except motions to enter and leave “executive sessions”) to a meeting. No vote is needed.
11. At any time the committee chair is allowed to withdraw his motion.
12. Deadlines for possible discussion and vote shall be based on the time zone of the IEEE Headquarters in Piscataway, NJ, USA.
13. Possible discussion on the motion shall start as soon as the motion is on the floor and ends when the deadline for discussion which is stated in the email session opening message expires.
14. From 5 to 10 calendar days shall be allowed for discussing on any motion which is on the floor.
15. Vote on a motion shall start as soon as the deadline for discussion which is stated in the email session opening message expires. The vote is closed when the deadline for voting which is stated in the email session opening message expires or when all voting members have cast their votes, whichever comes first.
16. From 5 to 10 calendar days shall be allowed for voting on any motion which is on the floor.
17. At any time during the email session the minimum and the maximum values of the deadline for discussion and vote can be changed by the CIS President for a specific email session:
 - a. in agreement with the committee’s chair for any committee which the President is not chairing,
 - b. with the agreement of at least 2 Vice Presidents for the committees which the President is chairing.

The CIS President shall state the motivation for the change when announcing it.

18. An email session or part of it can be conducted in “executive session”. A motion to enter and one to leave the “executive session” is required. If the committee chair makes these motions, they are automatically on the floor; if the motions are made by a committee voting member,

they must be seconded by a committee voting member and then they are on the floor. The “executive session” starts as soon as the motion to enter it carries; the “executive session” ends as soon the motion to leave it carries.

19. The subject of each email message in an “executive session” should begin with “EXECUTIVE SESSION:”; the body of each email message in an “executive session” should begin with “EXECUTIVE SESSION”.
20. When the votes on the motion of the email session have been cast, the committee chair closes the email session and summarizes the motion and the vote distribution.
21. The summary of the motion and the vote distribution shall be reported as information item to the next Committee meeting.
22. No further approval of email session deliberations is required.