

Item: Proposed Charter for the Committee on Social Implications of Technology (CSIT)

The attached draft of a charter for the CSIT has been developed in concert with the CSIT and is recommended for TAB approval.

CHARTER

Institute of Electrical and Electronics Engineers
Committee on Social Implications of Technology

1.1 General

The IEEE Committee on Social Implications of Technology (CSIT) is a technically based committee of the Institute of Electrical and Electronics Engineers. It is placed in the IEEE organizational structure as a Technical Activities Board (TAB) Technology Committee, reporting through the Chairman TAB Technology Committees to the Technical Activities Board and the IEEE Vice President for Technical Activities.

The overall objective of the CSIT is to provide an open forum for the interchange of ideas related to the technology/society interface. The committee will provide a mechanism for focusing relevant ideas developed by members of the IEEE Groups and Societies.

The principal efforts of the CSIT will be aimed at developing means to encourage and support social responsibility and a professional approach to the practice of engineering. Interaction among IEEE members and others will be promoted to develop a sensitivity to and an understanding of the impact of technology on society.

1.2 Scope

The areas of interest to the IEEE CSIT will embrace those necessary to pursue the overall objectives of this committee and will include such areas as:

- * Effects of present and probable new technology on society.
- * New technology needed to solve society problems.
- * Attitudes of society towards engineering.
- * Impact of society on technology.
- * Professional and social responsibility in the practice of engineering.
- * Content and levels of existing educational programs with respect to social and ethical aspects of engineering.

1.3 Functions

The following are specific functions of the IEEE CSIT:

- * Develop programs to explain technology to society. This activity may be carried out through publications in the public press and/or through the sponsorship of appropriate meetings. Such activities will be coordinated with other IEEE entities such as USAB and other TAB Technology Committees, or entities of other professional societies.
- * Foster communication among engineers, and between engineers and society on needs and concerns of society and on capability and responsibility of technology.
- * Encourage publication of articles related to the social implications of technology.
- * Develop statements dealing with the societal/technical interface. Such statements may be disseminated as IEEE CSIT Position Papers and submitted to TAB and other major Boards under existing policies and procedures for approval as "IEEE Positions".
- * Recognize outstanding service in the public interest to the profession by the establishment of an appropriate award.

2. CSIT Organization

2.1 CSIT Membership

The membership of CSIT will consist of three groups. All voting members and officers of the Committee must be members in good standing of the IEEE. These three groups are:

1. Liaison Members: Persons officially appointed to the CSIT by various committee components of the IEEE who have interest in the social implications of technology. These will include Technical Groups and Societies as well as other TAB Technical Committees and USAB. Such members will be appointed by action of the Chairman/President of these various entities.

2. Members-at-Large: IEEE members of any grade professing an interest in actively participating in the purposes, scope, and functions of this committee.
3. Liaison Members of Other Societies: Individuals who are members of other professional societies having interests in common with those of the CSIT. These members will have non-voting status.

2.2 Elections and Appointments

* Officers:

The officers shall be the Chairman, the Vice Chairman, and the Secretary.

- * Chairman: The Chairman shall be appointed by the Chairman of the Technical Activities Board; the Chairman of TAB will select an appointee from a list of at least two names which will be submitted during the fourth calendar quarter of each year. The persons on this list shall have been approved by a majority of members of the Committee. The Chairman shall serve for a term of one year. Normally, the CSIT Chairman shall not serve in that capacity for more than two consecutive terms.

- * Vice-Chairman: The Vice Chairman shall be elected by a majority of the members of CSIT at the first meeting following the appointment of a new Chairman. The Vice Chairman shall serve for a term of one year.

- * Secretary-Treasurer: The Secretary-Treasurer of the CSIT shall be elected by a majority of the members of CSIT at the first meeting following the appointment of a new Chairman. The Secretary-Treasurer shall serve for a term of one year.

2.3 Procedures

- 2.3.1 Each member of the CSIT may have one (and only one) vote.
- 2.3.2 The chairman shall preside at committee meetings. The vice chairman shall assume the duties of the chairman when the chairman is absent or incapacitated.
- 2.3.3 The chairman, through the Secretary-Treasurer and in cooperation with the IEEE staff, shall prepare and distribute meeting announcements, subcommittee reports, and meeting minutes.
- 2.3.4 Reports or budgets submitted to IEEE shall be subject to committee review.

2.3.5 Committee meetings may be arranged at the discretion of the chairman, or upon the request of one-third of the committee members. A mail ballot shall be distributed at the discretion of the chairman or, upon request of one-third of the committee members.

2.3.6 The Committee shall be governed by Robert's Rule of Order (latest revision).

2.4 Subcommittees

2.4.1 Subcommittees may be established or dissolved and their chairman chosen by majority vote of the Committee. Each subcommittee shall consist of at least three members of the CSIT. Each subcommittee chairman shall be appointed by the CSIT Chairman.

2.4.2 Any subcommittee may develop its own organizational structure and rules, subject to approval by a majority of the Committee. Each subcommittee shall submit its operating rules to the Committee for approval within four months of its establishment.

2.4.3 Each subcommittee shall inform its members of the nature of its activity report prior to submission. Majority and minority reports may be submitted and shall be so labeled. Minority reports shall address themselves to matters germane to the subcommittee's majority scope. All other matters shall be processed by the Committee as correspondence.

2.4.4 Subcommittees may be of a topical or activity orientation, or may be local, regional or group oriented, pursuant to the scope of CSIT.

2.4.5 Every subcommittee meeting shall be open to any member of CSIT.

2.5 PUBLICATIONS

2.5.1 Articles related to Social Implications of Technology shall be solicited openly.

2.5.2 Manuscripts (except notices and the newsletter) evolving from specific activities and studies undertaken or sponsored by this Committee, or bearing the name of this Committee or any of its subcommittees,

2.5.2 (Continued)

shall be subject to approval by the Committee prior to submission to an appropriate journal. Such manuscripts shall be distributed to each member of the Committee at least two weeks prior to a Committee meeting or at least thirty days prior to a mail ballot of the Committee.

2.5.3 A newsletter shall be published at intervals designated by the Committee or a duly designated subcommittee. All subcommittee chairmen shall be responsible for submitting timely information to the newsletter editor.

2.5.4 All members of IEEE may be eligible to subscribe to the newsletter containing information regarding the purposes and functions of CSIT, events related to these matters, notices of available CSIT publications, and meeting notices.

2.6 FINANCES

A CSIT account shall be established at IEEE Headquarters with disbursements being made as authorized by the chairman of the CSIT or the Secretary-Treasurer to pay for the newsletter of similar expenses.

3. AMENDMENTS

3.1 Amendments to these procedures shall be made by a two-thirds affirmative vote of the Committee. Thirty days shall be allowed after the distribution of the proposed amendment to the Committee members for the responses to be made. Responses may be made at a meeting of the Committee or by mail. Any Committee member can propose an amendment to these procedures.

3.2 These procedures and subsequent amendments shall take effect thirty days after being sent to the IEEE Technical Activities Secretary. If disapproved by the TAB Chairman within that period, a meeting to resolve differences shall be requested.

C H A R T E R

INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS

ENERGY COMMITTEE

Approved by IEEE
Technical Activities Board
May 20, 1978

CONTENTS

1.1	GENERAL	1
1.2	SCOPE	1
1.3	FUNCTIONS	2
1.4	ENERGY COMMITTEE ORGANIZATION	3
1.4.1	Energy Committee Membership:	3
1.4.2	Elections and Appointments	3
1.4.2.1	Officers:	3
1.4.2.2	Delegate Members:	4
1.4.2.3	Continuing Members:	4
1.4.2.4	At-Large Members:	4
1.4.3	Standing Subcommittees:	4
1.4.3.1	Administrative Subcommittee (AdCom):	5
1.4.3.2	Government Alert Subcommittee (GACom):	5
1.4.3.3	Education Subcommittee (EdCom):	5
1.4.3.4	Meetings/Speakers Subcommittee (MaSCom):	5
1.4.3.5	Data and Sources Subcommittee (DaSCom):	5
1.4.4	Ad-Hoc Subcommittees:	6
1.5	FINANCIAL AND ADMINISTRATIVE SUPPORT:	6
1.6	CHANGES TO THIS CHARTER	6

CHARTER
INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS
ENERGY COMMITTEE

1.1 GENERAL

The IEEE Energy Committee is a technical committee of the Institute of Electrical and Electronics Engineers. As such it is placed in the IEEE organizational structure as a Technical Activities Board (TAB) Technology Committee, reporting through the Chairman, TAB Technology Committees, to the Technical Activities Board and the IEEE Vice President for Technical Activities.

The overall objectives of the IEEE Energy Committee is to assist in the resolution of the world and United States energy problem through the provision of rational, sound technical and professional counsel, based upon the best resources which the IEEE is competent to bring to bear upon these problems.

The principal efforts of the Energy Committee will be directed towards the energy related activities of the Legislative and Executive Branches at all levels (federal, state, regional and local) of United States government. The primary financial support for the Energy Committee will therefore come from the IEEE United States Activities Board (USAB). The Chairman of the Energy Committee shall also serve as the Chairman of the USAB Task Force on IEEE Energy Programs. USAB shall have official representation on the IEEE Energy Committee.

1.2 SCOPE

The areas which the IEEE Energy Committee may address include all aspects of the World, United States, Regional, State or Local energy problem where the electrical and electronics engineering knowledge and skills of IEEE members can make a constructive contribution. The IEEE Energy Committee may provide a vehicle for presenting the sound technical views of the IEEE membership to the public and the appropriate elements of government. The IEEE Energy Committee will prepare positions on any aspect of governmental energy policy within the technical and professional competence of the IEEE. The IEEE Energy Committee will work to provide to the IEEE membership balanced, technically sound information on energy related matters. The IEEE Energy Committee will support the ongoing technical program of the IEEE through support of the various General and Special Conferences of the Institute and the Institute's constituent Groups and Societies.

CHARTER
IEEE ENERGY COMMITTEE

1.3 FUNCTIONS

The following are specific functions of the IEEE Energy Committee:

1. The Energy Committee will consider all energy related matters referred to it by the IEEE Board, or by the various Boards and Committees of IEEE.
2. The Energy Committee will review the energy related position papers of the various constituent Groups, Societies, Councils, and Committees of IEEE which may be referred to it, and where appropriate, work to achieve a wider consensus and support for such positions leading toward IEEE endorsement.
3. The Energy Committee will prepare statements on technical and professional energy related subjects in a format suitable for promulgation under established policy and procedures for dissemination of Position Papers as "IEEE Positions" by an IEEE Major Board.
4. The Energy Committee will implement procedures for developing professional quality position papers which reflect a considered balance of economic viability, technical judgment and social acceptability. This procedure will include some or all of the following steps:
 - a. The sponsorship of small seminars and tutorials to educate the members of the Energy Committee regarding the issues.
 - b. The preparation of draft positions which shall ordinarily address a specific issue at three levels:
 - 1) A short recommended action program.
 - 2) Detailed support of the recommended actions.
 - 3) Thorough backup, including appropriate bibliography and references to support the proposed actions.
 - c. The sponsorship at appropriate IEEE forums, major national meetings, regional meetings, etc., of discussions of the draft positions.
 - d. Transmittal to the IEEE Board of Directors of the resultant position papers.
5. The Energy Committee will provide timely responses to energy related enquiries directed to the IEEE.
6. The Energy Committee will be prepared to provide knowledgeable spokesmen, who can properly elucidate the approved energy related positions of IEEE to the public, the Congress, the Administration, or any other public or private body. Such activity will be coordinated with USAB when it is appropriate and useful.

Approved 5/20/78

7. The Energy Committee will take responsible action to support the members of the IEEE and the general public with balanced, factual information concerning energy related matters which may be of general public concern.
8. The Energy Committee, through its Chairman, will maintain liaison with the intersociety "Coordinating Committee on Energy", and contribute, as feasible, to comprehensive engineering society activities concerning energy.

1.4 ENERGY COMMITTEE ORGANIZATION

1.4.1 ENERGY COMMITTEE MEMBERSHIP:

The membership of the Energy Committee will consist of three groups, all with identical rights and privileges except as to voting for membership on the Energy Committee. All members and officers of the Energy Committee must be members in good standing of the IEEE. These three groups are:

1. THE DELEGATE MEMBERS: The Delegate Members are the persons officially appointed as Energy Committee members by the various constituent components of IEEE entitled to representation on the IEEE Energy Committee.
2. THE CONTINUING MEMBERS: The Continuing Members are those persons who are elected by the Delegate Members to continue service on the committee.
3. THE AT-LARGE MEMBERS: The At-Large Members are those selected persons chosen by the Delegates to serve on the committee.

1.4.2 ELECTIONS AND APPOINTMENTS

1.4.2.1 Officers:

The officers shall be the Chairman, the Vice-Chairman, the Secretary, and the USAB Representative.

CHAIRMAN: The Chairman of the IEEE Energy Committee shall be appointed by the Chairman of the Technical Activities Board, with the concurrence of the Chairman of the United States Activities Board. The Chairman of TAB will select his appointee from a list of at least five names which will be submitted to him during the fourth quarter of each year by the Secretary of the Energy Committee. The persons on this list shall have been approved by a majority of the Delegate Members of the Energy Committee. The Chairman of the Energy Committee will serve for a term of one year.

VICE-CHAIRMAN: The Vice-Chairman shall be elected by a majority of the Delegate Members of the Energy Committee. He will serve for a period of one year.

SECRETARY: The Secretary of the Energy Committee will be appointed by the Chairman of the United States Activities Board, and will be a member of the IEEE professional staff.

CHARTER
IEEE ENERGY COMMITTEE

USAB REPRESENTATIVE: The USAB Representative will be appointed by the Chairman of the United States Activities Board.

1.4.2.2 Delegate Members:

Each Group, Society, TAB Technology Committee, TAB Council, Geographic Region, and each of the IEEE Boards may appoint an official "Delegate Member" to the Energy Committee. This individual shall serve for a period of one calendar year.

Any IEEE organization entitled to representation on the Energy Committee by a Delegate Member choosing not to maintain such representation, will be represented on the Energy Committee by the Division or Board Delegate Member for the Division or Board of which the organization is a component.

1.4.2.3 Continuing Members:

Any member of the Energy Committee may continue on the Energy Committee for an additional year provided he has attended at least half of the meetings during the preceeding year, and provided he is approved in continuing membership by a majority of the Delegate Members in a ballot to be conducted in January of each year.

1.4.2.4 At-Large Members:

Each year in January, a ballot listing the names of all those persons who have indicated a desire to serve on the Energy Committee, or who are judged by one or more members of the Energy Committee as qualified to make a contribution to the efforts of the Energy Committee, will be submitted to the Delegate Members. Each Delegate Member will indicate on the ballot those individuals on the list, not exceeding a number equal to 20% of the number of Delegate Members of the Energy Committee, whom he would like to have made At-Large Members. Those individuals, not to exceed a total number equal to 20% of the number of Delegate Members, who receive the largest number of such votes, but who must receive at least a majority vote, will be appointed to the Energy Committee as At-Large Members.

1.4.3 STANDING SUBCOMMITTEES:

The membership of each standing subcommittee of the IEEE Energy Committee shall consist of at least three members chosen from the membership of the Energy Committee. The Chairman of the Energy Committee shall appoint the Chairman of the Standing Subcommittees, and the other Energy Committee members of the subcommittees. These appointments shall be presented for ratification by a majority of those present at the next subsequent general meeting of the Energy Committee. Subcommittee membership may be supplemented by the appointment of IEEE members who are not members of the Energy Committee. These subcommittee members shall be appointed by the subcommittee chairman with the concurrence of the Chairman of the Energy Committee. The following shall be standing committees of the IEEE Energy Committee:

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CHARTER
IEEE ENERGY COMMITTEE

1.4.3.1 Administrative Subcommittee (AdCom):

The Administrative Subcommittee shall consist of the Officers of the IEEE Energy Committee and the Chairmen of the Standing and Ad-Hoc Subcommittees of the Energy Committee. The AdCom will annually prepare a budget in proper form and in a timely manner for submission to the United States Activities Board and to the Technical Activities Board. The AdCom will manage the activities of Energy Committee so as to keep operations within the budget as approved by USAB and TAB. The AdCom will carry on the business of the Energy Committee between regular meetings. The AdCom will provide current management information including membership, budget, work-in-progress, and minutes of General and AdCom meetings to TAB and USAB on at least a quarterly basis. The AdCom will meet on the call of the Chairman of the IEEE Energy Committee.

1.4.3.2 Government Alert Subcommittee (GACom):

The Government Alert Subcommittee will be chaired by the Secretary of the Energy Committee. In coordination with USAB the GACom is charged with following energy related matters within the Federal Government and alerting the IEEE Energy Committee, and the IEEE membership, to items of interest to the Energy Committee or the IEEE membership.

1.4.3.3 Education Subcommittee (EdCom):

The Education Subcommittee will be appointed by the Chairman. The EdCom is charged with establishing and maintaining appropriate relationships with educational groups involved with teaching in the energy area. They will maintain appropriate relationships with the Educational Activities Board of IEEE, and with the Education Committees of the Groups and Societies of IEEE, with a view towards providing educational and tutorial materials.

1.4.3.4 Meetings/Speakers Subcommittee (MaSCom):

The Meetings and Speakers Subcommittee will be appointed by the Chairman, IEEE Energy Committee. The MaSCom is charged with arranging for speakers and or sessions in IEEE sponsored meetings at all levels, from Section and Chapter meetings to Sessions at IEEE General meetings. A principal objective of the MaSCom is to give the work of the Energy Committee high visibility among the members of the Institute.

1.4.3.5 Data and Sources Subcommittee (DaSCom):

The Data and Sources Subcommittee will be appointed by the Chairman. A principal function of DaSCom will be to develop and review appropriate sources of Energy Data. Projects might include the review of books and federal documents, the creation of lists of references, and the cultivation of sources within the various elements of government.

Approved 5/20/78

CHARTER
IEEE ENERGY COMMITTEE

1.4.4 AD-HOC SUBCOMMITTEES:

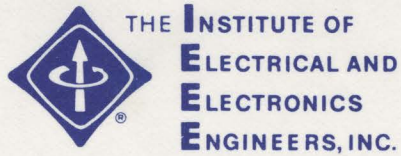
The Chairman of the Energy Committee may create Ad-Hoc Subcommittees to address specific topics or deal with special situations as he sees fit. He shall appoint, with the concurrence of the Energy Committee AdCom at least three IEEE Energy Committee members to each such Ad-Hoc Subcommittee. All such appointments shall be ratified by a majority of those present at the next general meeting of the Energy Committee.

1.5 FINANCIAL AND ADMINISTRATIVE SUPPORT:

The principal financial support for the IEEE Energy Committee will be provided through the normal budget processes of the Technical Activities Board and the United States Activities Board. Financial support of USAB will consist of reasonable office space and administrative support for the Secretary, and for the functions of the GaCom. Other support as required for the meetings and other activities of the Energy Committee and its subcommittees will be provided in a manner analogous to the support provided by the Technical Activities Board to other TAB activities by the TAB Headquarters Staff.

1.6 CHANGES TO THIS CHARTER

The IEEE Energy Committee is a Technology Committee of the Technical Activities Board of IEEE, which has as its principal activities work which is underwritten by the IEEE United States Activities Board. This Charter, and changes hereto, must therefore be approved by the TAB Operating Committee, with the approval of the Chairman of USAB.



345 EAST 47th STREET, NEW YORK, NEW YORK 10017

TECHNICAL ACTIVITIES BOARD

CHAIRMAN- TECHNOLOGY COMMITTEES ADMINISTRATION
G. P. Rodrigue
(404) 894-2944

PLEASE REPLY TO:
Georgia Institute of Technology
School of Electrical Engineering
Atlanta, GA 30332

April 14, 1980

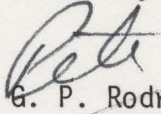
Dr. Stephen H. Unger
229 Cambridge Avenue
Englewood, NJ 07631

Dear Steve:

The enclosed letter was received today. It's contents are, I'm sure, not news to you, but I felt that you should be aware of all developments.

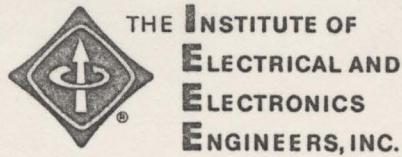
I'd think it wise for you to have some counter arguments prepared. Jim Owens is one of the more reasonable of the P.E.S. hierarchy.

Sincerely yours,


G. P. Rodrigue

GPR:sr

Encl (copy of James B. Owens' letter of April 10, 1980)



DIRECTOR-DIVISION VII
James B. Owens

April 10, 1980

PLEASE REPLY TO:
Gould - Brown Boveri
60 Gould Center
Rolling Meadows, IL 60008
(312) 640-2140

Mr. G.P. Rodrigue
Georgia Institute of Technology
School of Electrical Engineering
Atlanta, GA 30332

Subject: Committee on Social Implications of
Technology

Dear Pete:

It is my understanding that the organization and operations of the Committee on Social Implications of Technology will be discussed at the Tab Op Com Meeting in May. The Administrative Committee of PES has considered this matter and has adopted the following resolution:

"The Power Engineering Society recommends that the IEEE Board of Directors invite each Society to establish a Committee on Social Implications of Technology in that Society's field of interest, reporting to the Society's Administrative Committee. The Power Engineering Society further recommends that the IEEE Board of Directors restructure the IEEE Committee on Social Implications of Technology so as to be comprised of the Chairpersons of each Society's committee on social implications."

Pete, I believe that this is a constructive proposal that will go a long way to improve the acceptability and effectiveness of CSIT. It should be part of the discussion at the May meeting of Tab Op Com. I am sending copies of this letter to the other Tab Op Com members urging support for the PES position.

Very truly yours,

James B. Owens
Director-Division VII

cc: Tab Op Com Members



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ELECTRONICS
ENGINEERS, INC.

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TECHNICAL ACTIVITIES BOARD

CHAIRMAN-OPERATIONS COMMITTEES ADMINISTRATION
Dr. Lawrence K. Anderson
(215) 439-7991

PLEASE REPLY TO:
Bell Laboratories
555 Union Boulevard
Allentown, PA 18103

April 9, 1980

To: TAB Committee Chairmen

Re: TAB Committee Reviews

The IEEE Policies and Procedures require that all TAB Committees be reviewed with a 3 year period. At the last TAB Opcom meeting, it was agreed that existing committees would be reviewed according to the schedule below.

<u>1980</u>	<u>1981</u>	<u>1982</u>
Tech Appraisal	Awards & Recognition	Search
Finance	Meetings	Transnational
CSIT	COMAR	COLSS
Environmental Quality	Energy	

The schedule will then repeat starting in 1983.

To simplify the review process and avoid proliferation of committees upon committees, TAB Opcom agreed that the review would be more or less on an "exception" basis. As a prelude to the review process, the chairman of the committee under review would be invited to make a presentation of the "state of his committee" to TAB Opcom. Based on this overview and other information available to it, TAB Opcom would decide whether or not there appeared to be any problems with the Committee's operation. If so, a small ad hoc committee would be appointed by TAB Opcom to look specifically into the problems of this one committee.

A tentative schedule for presentations in 1980 is as follows:

<u>Date</u>	<u>Place</u>	<u>Committee</u>	<u>Chairman</u>
May 9	Boston	CSIT	S. Unger
Aug. 22	San Francisco	Tech. Appraisal	A. J. Viterbi
Dec. 3	Buena Vista, FL	Environmental Quality	B. H. Manheimer
		Finance	C. Y. Tunis

The review presentation by the committee chairman should be no more than one half hour long, and should touch on the following areas:

Charter: In what technical area(s) is the committee chartered to operate? Whom does it serve?

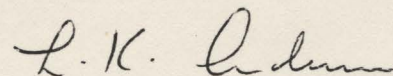
Goals: What goals have been set for the committee in the preceding three years? How has progress towards these goals been monitored?

Performance: What has been the output of the committee over the past three years? — e.g. position papers, reviews, organizational & administrative achievements, etc.?

Membership: Who have served on the committee? How have they been selected? What sort of turn-over in membership has taken place?

Interactions: With whom does the committee interact, both inside IEEE and without? What would you like others to do for you?

Problem Areas: What have been the major problems to effective committee functioning? How have they been overcome?



L. K. Anderson

LKA:dmc

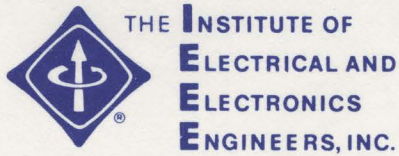
Memo to

H. U. Brown
R. W. Damon
O. P. Gandhi
D. C. Hartmann
B. H. Manheimer
J. B. Oakes
J. D. Palmer
C. J. Tunis
S. H. Unger
A. J. Viterbi
S. Winkler

THIS COPY FOR

Copy to

I. Engelson
R. E. Larson
G. P. Rodrigue



345 EAST 47th STREET, NEW YORK, NEW YORK 10017

TECHNICAL ACTIVITIES BOARD

CHAIRMAN- TECHNOLOGY COMMITTEES ADMINISTRATION

G. P. Rodrigue
(404) 894-2944

PLEASE REPLY TO:

Georgia Institute of Technology
School of Electrical Engineering
Atlanta, GA 30332

February 28, 1980

Dr. Stephen H. Unger
229 Cambridge Avenue
Englewood, NJ 07631

Dear Steve:

At the February 14th TAB OPCOM meeting in Houston the proposed schedule for review of TAB Committees (see attachment "TAB #6") was approved. The other enclosure, "TAB 5", indicates the schedule of TAB OPCOM meetings for 1980. Larry Anderson is responsible for setting up those reviews and will shortly have information out on suggested format, etc., as well as a definite schedule for each review. In order to facilitate attendance by committee chairmen, it is planned to schedule committee reviews at meetings in geographical proximity to the headquarters of the chairman. This makes the May 9 meeting in Boston a logical choice for the CSIT review. I understand that TAB will fund the chairman's expenses in connection with those reviews.

The basic idea of the review is to provide TAB OPCOM with a regular process of considering the organization and activities of each committee. More complete and definite information will be coming from Larry Anderson, but I thought it reasonable to let you know at an early date that the May 9 review was quite probable.

Sincerely yours,

G. P. Rodrigue

GPR:sr

Encls (as stated)

PROPOSED SCHEDULE FOR REVIEW OF TAB COMMITTEES

For review in 1980: TAB Technical Appraisal
 TAB Finance Committee
 Committee on Social Implications of Technology (CSIT)
 Environmental Quality Committee (EQC)

For review in 1981: TAB Awards & Recognition
 TAB Meetings
 Committee on Man & Radiation (COMAR)
 Energy Committee

For review in 1982: TAB Search
 Transnational Relations
 Committee on Large Scale Systems (COLSS)

Proposed Action: To approve a schedule and procedure for the
 review of TAB Committees at three-year
 intervals, in concurrence with Bylaw 309.4(1).

PROPOSED TAB OPCOM/TAB 1980-81 MEETINGS SCHEDULE

FRIDAY, May 9, 1980 - TAB OpCom

Boston, MA -

FRIDAY, JULY 18, 1980 - TAB

Minneapolis, MN

FRIDAY, AUGUST 22, 1980 - TAB OpCom

San Francisco, CA

WEDNESDAY, DECEMBER 3, 1980 - TAB OpCom

THURSDAY, DECEMBER 4, 1980 - TAB

Lake Buena Vista, Florida

1981

THURSDAY, FEBRUARY 12, 1981 - TAB OpCom

FRIDAY, FEBRUARY 13, 1981 - TAB

San Diego, CA (tentative)

ORIGIN

①

CHARTER - SERVE ALL IEEE

SCOPE: PROF. ETHICS & SOCIAL RESP.
& RELATED ENPL. PRACT.

MUTUAL TECH-SOC. RELATIONS

GOALS

STRENGTHEN IEEE ETHICS ROLE

MCC PROC. & VISIBILITY

IMPROVE CODE

AWARD (FUNDING + PUBL)

PROVIDE FORUM FOR DISC. OF ISSUES

SUPPORT HUMAN RTS. FOR ENGR'S.

WIDEN INV. IN CSIT VIA LOCAL GROUPS

MAGAZINE STATUS FOR T+S

ACCOMPLISHMENTS

EDG. CASE, OTHER CASE

HELPED CREATE CLIMATE FOR MCC

BART AWARD

EDG AWARD

REC. OF AWARD BY AWARD Bd.

SYST ENG. & SOC. POS. PAPER

DIALOGUE ON IEEE EN'GY TESTIMY.

RESOLUTION ON CRYPT. CASE

DIALOGUE ON APPLIC OF ENPL. GUIDELINE
TO IEEE STAFF

STRENGTH. OF T+S - 2500+ SUB,
CONTR. TO EN. COMM. - OVER-

MEMBERSHIP 8-10 FOUNDERS STILL (2)
ACTIVE
4-5 4-5 YEAR VETS,
6-8 ADDITIONS LAST 1-2 YRS.

INTERACTIONS

INSIDE IEEE LIASON MEMBERS FROM
NPS, EDUC., CONTR. SYST, SYS. INTCYB,
PAC'S, USAB, MCC, IEEE BEN. COMM.,
COMM. SOC., EN. COMMIT.

EXTERNAL ASME (LIASON), AAAS -
NSPE LIASON SOC. ENG. CON ON THE
PHILOSOPHERS (FIELDER).



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TECHNICAL ACTIVITIES BOARD

CHAIRMAN - TECHNOLOGY COMMITTEES ADMINISTRATION

G. P. Rodrigue

(404) 894-2944

December 18, 1979

PLEASE REPLY TO:

Georgia Institute of Technology
School of Electrical Engineering
Atlanta, GA 30332

Professor Steve Unger
229 Cambridge Avenue
Englewood, New Jersey, 07631

Dr. J. Malvern Benjamin
Cardiassist, Inc.
167 Old Belmont Avenue
Bala Cynwyd, PA., 19004

Dear Steve and Mal:

The TAB OPCOM on December 6th recommended approval of the CSIT charter with the following amendment:

2.5.3 The Newsletter shall follow normal journalistic standards in terms of fair, accurate, and balanced presentation. In addition, the Newsletter as an IEEE publication, has a special responsibility for maintaining technical accuracy in its articles.

This statement was prompted by comments that recent Newsletters contained articles/editorials that were not entirely factual and that letters written to the Newsletter had been edited before printing and accompanied by excessive rebuttals by the editor. These criticisms are similar to some charges made against the Institute in the past.

The CSIT Charter that was proposed for action at the December 7th TAB meeting was tabled and will have to be considered at a later meeting. The point of contention was the "open membership" expressed in paragraph 2.1.2. This came under heavy fire and would have prevented passage. I believe that a solution might be found in replacing that membership classification by something like:

2.1.2 Elected Members: Eight IEEE members of any grade who are elected to membership on the Committee by mail ballot of subscribers to the Newsletter. This election shall be conducted in the fourth quarter of each calendar year. The CSIT Chairman shall appoint a nominating committee by March 1 of each year. This Committee shall solicit nominations and publish in the Newsletter a slate of 16 nominees. The eight nominees receiving the largest number of votes shall be the elected members. In the event of a tie, the CSIT Chairman shall cast a deciding vote.

In other words, something like an elected ADCOM....treating your Newsletter subscribers as members....might be a salable commodity.

I mentioned to Mal that CSIT might consider moving ahead to form a Group or Society to overcome the constant criticism that it lives off of G/S funding, while carping at their technology. The Engineering Management Society might be used as a

model of sorts, and your Newsletter subscribers could form a nucleus of membership. I'm enclosing some pertinent sections from the IEEE Constitution and Bylaws.

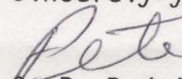
The CSIT proposed revision of Policy Statement 14 was made a discussion item by TAB OPCOM. The feeling of those at the TAB meeting was that while some modifications might be in order, it was too early for action. Some time should be given to work with the present system. An assessment of it could better be carried out after such a trial period. The CSIT recommendations will be passed on to Don Brereton and others involved with this Policy Statement.

The CSIT Position Statement on "The Application of Systems Engineering to Societal Problems" was not approved as an IEEE Position Paper by TAB OPCOM and TAB. It was noted that TAB approval is not required, but rather the approval of the TAB Chairman (who admittedly has in the past solicited TAB's approval). Dr. Hogan did not attend these TAB OPCOM and TAB meetings. The sentiment expressed by those at the meetings was that -

- a.) timely need was not seen in this case
- b.) the purpose of the paper was well served in its present form as an IEEE Entity Statement
- c.) not all entity statements should become IEEE Position Papers.

These are, I'm afraid, very abridged versions of relatively lengthy discussions. I'd be glad to discuss all this at greater length by telephone sometime when it is convenient. Please ponder the CSIT membership question, and let me know how you feel about it. The next TAB meeting is February 15th in Houston, Texas, and the deadline for material will probably be around January 7th. Please have CSIT develop a slate of nominees for Chairman (as though the Charter were working). Bob Larson has been named IEEE Vice President for Technical Activities for 1980, and he has asked me to continue in this role for another year.

Sincerely yours,


G. P. Rodrigue,
Chairman,
Technology Committees Administration

GPR:sr

Encls

cc: Mr. Irving Engelson
IEEE
345 East 47th Street
New York, New York, 10017

includes all grades of membership.

Sec. 3. The term "voting member" as used in this Constitution means those members of Member grade or above as defined in the Bylaws.

ARTICLE IV - DUES AND FEES

Sec. 1. Dues and fees shall be specified in the Bylaws.

Sec. 2. Under exceptional circumstances, the payment of dues and fees may be deferred or waived in whole or in part by the Board of Directors.

ARTICLE V - GROUPS OF MEMBERS

Sec. 1. The Board of Directors may authorize the establishment of groups of members for promoting the objectives and interests of the IEEE. The Board of Directors may terminate the existence of any such group. The Bylaws shall provide for specifications and operating rules for any groups that may be established.

ARTICLE VI - ANNUAL ASSEMBLY

Sec. 1. An annual Assembly composed of Delegates elected by the voting members shall receive reports and perform such functions as required by law or specified in the Bylaws.

Sec. 2. The annual Assembly shall meet on the day of the last regularly scheduled meeting of the Board of Directors in each fiscal year of the IEEE. The President of the IEEE shall preside. The annual Assembly may be held elsewhere than in the State of New York. The manner of giving notice of such meeting shall be specified in the Bylaws.

Sec. 3. All of the Delegates shall be of full age and shall be IEEE members of the grades specified in the Bylaws.

ARTICLE VII - BOARD OF DIRECTORS

Sec. 1. A Board of Directors shall be the governing body of the IEEE and shall consist of Directors elected by the voting members, Directors elected by the annual Assembly, the President and the two surviving Past Presidents most recently retired from that office. The President of the IEEE shall preside.

Sec. 2. The number of Directors elected by the voting members together with the number of

Directors elected by the annual Assembly shall be not less than nine nor more than fifty. The number of Directors elected by the voting members shall not be less than sixty per cent of the total number of Directors.

Sec. 3. All of the Directors shall be of full age, shall be IEEE members of the grades specified in the Bylaws, and at least one shall be a citizen of the United States and a resident of the State of New York.

Sec. 4. There shall be an annual meeting of the Board of Directors which shall be the last regularly scheduled meeting in each fiscal year of the IEEE. This annual meeting may be held elsewhere than in the State of New York.

Sec. 5. Additional meetings and provision for special meetings of the Board of Directors and the manner of giving notice of annual, additional and special meetings shall be specified in the Bylaws.

Sec. 6. The Board of Directors may designate or appoint one or more Committees and Boards which shall have such powers of the Board of Directors as it may confer upon them from time to time.

ARTICLE VIII - PRESIDENT

Sec. 1. The President shall be elected by the voting members, by virtue of which election he shall also be a Delegate-at-large and a Director-at-large.

ARTICLE IX - DELEGATES AND DIRECTORS

Sec. 1. The voting members of the IEEE shall elect Delegates-at-large who shall also by virtue of such election be Directors-at-large. The number and method of election of Delegates-at-large and Directors-at-large shall be specified in the Bylaws.

Sec. 2. The territory of the IEEE shall be divided, at the discretion of the Board of Directors, into geographical areas known as Regions, which shall be specified in the Bylaws. The voting members of each Region shall elect a Delegate to the annual Assembly designated as its Regional Delegate who shall also by virtue of such election be a Director designated as its Regional Director. The method of election of Regional Directors shall be specified in the Bylaws. The Board of Directors may establish a Region of general scope comprising an area including those parts of the entire world not within theretofore established Regions. The manner of selecting the Regional Director thereof shall be specified in the Bylaws.

Sec. 3. Certain of the technical areas covered by the IEEE shall be grouped into Divisions. The voting

authorized by the Regional Director for the Counselor of each Student Branch, for the Advisor of each Section Student Branch, for the Student Branch Chairman, and the Student paper first prize winner, if any, from any Branch to attend one meeting within his Region each year.

408. Student Branch Chapters

1. A Student Branch Chapter is a technical sub-unit of a Student Branch constituted by a minimum of twelve (12) Student members of a Society and established by petition to the parent Student Branch and Society concerned to represent and fulfill the needs of the members and the missions of IEEE. A Student Branch Chapter functions in a manner similar to a committee of the Student Branch.
2. A petition to establish a Student Branch Chapter, in the required form supplied by IEEE, must contain at least:
 - (a) Name of Student Branch, signatures of its Student Branch officers, and signature of the Counselor;
 - (b) Name of the sponsoring Society;
 - (c) The signatures of at least twelve Students who are members of the Student Branch and of the Society involved, the signature of the Faculty Advisor of the Student Branch Chapter selected by the petitioning Students, who shall be a member of the Society, the name of one Student petitioner who will serve as interim Chairman until establishment of the Student Branch Chapter is authorized.
3. The petition for the Student Branch Chapter shall be submitted to the Manager of Student Services at IEEE Headquarters. The Student Branch Chapter shall be considered established following approval of the petition by the Regional Student Activities Committee Chairman, the Regional Director, and the Society President.
4. The Student Branch Chapter membership shall elect a Student Branch Chapter Chairman and any other officers deemed necessary for its successful operation in accordance with the Branch Constitution.
5. The responsibility for Student Branch Chapter management rests with the Executive Committee of the Branch. The Student Branch Chapter Chairman shall serve as an ex-officio member of the Branch Executive Committee in coordinating and planning activities and programs.
6. All Student Branch members shall be advised of all meetings held under the auspices of the Branch including those organized by a Student Branch Chapter.
7. A Student Branch Chapter is required to maintain a membership of not fewer than ten Student members, and to hold not less than two

technical meetings per year, and maintain a level of activity acceptable to the Society President, the Regional Director, and the Regional Student Activities Committee Chairman.

8. With the concurrence of the Counselor, the Society President, the Regional Director, and the Regional Student Activities Committee Chairman, a Student Branch Chapter may be dissolved.

500. TECHNICAL ORGANIZATION OF MEMBERS

501. Divisions

1. A Division is composed of one or more Societies established by the Board of Directors as a basic operating entity of IEEE for management and administrative purposes.

There shall be seven Divisional Directors elected by the voting members of the respective Divisions, as provided in Bylaws 201 and 309.2, who shall be members-at-large of the Technical Activities Board. Each shall serve as a coordinator for a Division.

502. Societies*

1. Societies shall be established within the scope and objectives of the IEEE groups of members interested in specific technical fields or related subjects. For the purposes of these Bylaws, the terms "Society" and "Group" are equivalent and interchangeable unless specifically stated otherwise.
2. A petition for the formation of a Society shall be signed by not fewer than one hundred members, other than Students, shall state the proposed field of interest and shall be forwarded to the Executive Committee after review thereof by the Technical Activities Board.
3. The Executive Committee, upon receipt of a petition to form a Society, and subsequent to consultation with the Technical Activities Board, may authorize its formation. After the Society is organized and a Constitution for it is approved by the Executive Committee, the Executive Committee may give final approval to its establishment.
4. Each Society authorized by the Executive Committee shall within not more than six months thereafter adopt and conform to a Society Constitution which shall have been submitted to and approved by the Executive Committee. A Society Constitution may be amended by the Society subject to the approval of the Executive Committee. Such Society Constitution or Bylaws shall provide for a Society President and a Secretary-Treasurer, and for appointment of a Nominating Committee.

* The term "Societies" is used throughout these Bylaws with the understanding that it also applies to "Groups" unless specifically stated otherwise.

The duties of the Nominating Committee shall include the submission of nominations for the office of Divisional Director to the Divisional Nominating Committee, and the annual solicitation of names of potential candidates to be considered by the IEEE Nominations and Appointments Committee for service on Institute Committees and Boards.

5. Each Society authorized by the Executive Committee may publish periodicals incorporating papers of lasting value to the profession in the field of interest of the Society and designated as the "IEEE Transactions on _____." Each Society having such a publication shall also establish a review procedure complying with a uniform IEEE policy.
6. All Societies shall consist exclusively of IEEE members and such Affiliates as may be recognized by the Executive Committee. No Society shall be recognized as joint with any other organization, society or group outside the IEEE. However, Societies may cooperate with other organizations in the holding of joint meetings and may invite members of such organizations and the public to their meetings.
7. The budgets, finances, and reserves of all technical entities are an integral part of IEEE under the ultimate authority of the Board of Directors. These operations are carried forward through administrative authorizations delegated to the Executive Committee and Technical Activities Board, as appropriate. In connection with the annual budget cycle, each Society may set fees to help defray operating expenses. Society fees shall be applied to membership in the respective Societies as follows:

Fees received in the period September 1 to December 31, inclusive, shall apply to membership to December 31 of the following year.

Fees received in the period January 1 to the last day of February, inclusive, shall apply to membership to December 31 of the then current year.

If Society fee payments are received in the period March 1 to August 31, inclusive, the amount payable shall be one-half of the annual fee, and the membership shall continue until December 31 of the then current year.

8. The IEEE annual budget shall delineate the amounts the various operating departments anticipate in payments from the Societies for services and materials and shall set the amount of direct support to be provided from IEEE general funds. This support shall be administered by the Vice President - Technical Activities. There shall be provided for each new Society matching funds of one dollar (\$1.00) for each dollar of income derived by the Society from the membership fees during the first two years.

9. All IEEE members, including those qualifying for special membership categories, may join any and all Societies upon payment of the appropriate fees. Affiliates do not qualify for any of these special categories.
10. All Society meetings shall be open to all members of the IEEE on an equal basis with Society members.
11. A Society by itself, or jointly with other organizations, may hold conferences, conventions, or offer lectures and may charge for registration, but any such charge must apply to the entire meeting and no separate registration charge shall be made for that portion of the meeting sponsored by the Society.
12. All publications of Societies, other than programs, notices, and the like, shall be subject to prior authorization of the Executive Committee and shall be made available to all IEEE members and Society Affiliates on equitable bases approved by the Executive Committee.
13. The Societies may prepare Standards recommendations, provided that advance approval for each such preparation is obtained from the Standards Board.
14. Each Society shall forward to the General Manager a copy of each meeting notice of the Society, an annual report and a financial statement for each IEEE fiscal year prepared immediately following the end thereof.
15. The officially constituted officers of a Society shall have the sole authority to obligate the funds and assets of the Society to promote the Society's activities, provided that no Society officer or representative shall have authority to contract debts for, pledge the credit of, or otherwise bind the Institute for activities prohibited by the Bylaws of the Institute, the Constitution and Bylaws of the Society, or by regulations published in the Technical Activities Manual. Returns from investment of Society funds shall be credited to the Society.
16. Each Society shall conduct its activities within the Constitution, Bylaws and other rules externally imposed which by law affect the membership and activities of the IEEE.
17. Society Affiliates are non-IEEE members who have been admitted by a Society to some of the rights and privileges of Society activities. In general, a Society Affiliate must be a person whose technological activities do not justify full membership in the IEEE, but who may be helped by participation in Society activities and who may contribute benefits to Society members by his participation in their activities. The qualifications for Society Affiliates, limits in rights and privileges, and dues shall be established by the Executive Committee. The Society Affiliate dues shall be administered in accordance with the

schedule and procedures that apply to IEEE membership dues, as given in Bylaws 108 and 110.

18. Each Society may, as specified in its Constitution or Bylaws, organize subentities to manage and administer the Society in fulfilling its objectives.
19. The Societies and Groups are officially titled IEEE ---- Society/Group or, optionally, IEEE Society on ----. The asterisks in the list that follows indicate Group status.

Acoustics, Speech and Signal Processing
Aerospace and Electronic Systems
Antennas and Propagation
Broadcast, Cable and Consumer Electronics
Circuits and Systems
Communications
Components, Hybrids and Manufacturing Technology
Computer
Control Systems
Education
Electrical Insulation
Electromagnetic Compatibility
Electron Devices
Engineering Management
Engineering in Medicine and Biology
Geoscience Electronics
Industrial Electronics and Control Instrumentation
Industry Applications
*Information Theory
Instrumentation and Measurement
Magnetics
Microwave Theory and Techniques
Nuclear and Plasma Sciences
Power Engineering
Professional Communication
Quantum Electronics and Applications
Reliability
*Sonics and Ultrasonics
Systems, Man and Cybernetics
Vehicular Technology

Additions or changes in the above list resulting from actions of the Executive Committee or Board of Directors shall be entered therein by the General Manager.

503. Technical Councils

1. Technical Councils may be established by TAB OpCom with the approval of TAB.

The representatives on the Technical Councils are to be designated by the respective Societies and are to elect their own President and other officers, as provided in Bylaw 309.

504. Chapters

1. A Chapter is a technical subunit of one or more Sections, or a Council, constituted by a minimum of twelve (12) members of a Society and established by petition to the parent unit(s) and Societies concerned to represent and fulfill the needs of the members and the missions of IEEE. A Chapter functions in a manner similar to that of a committee of a Section.

Relevant procedures regarding Chapters are provided in Bylaw 406.

505. Student Branch Chapters

1. A Student Branch Chapter is a technical subunit of a Student Branch constituted by a minimum of twelve (12) Student members of a Society and established by petition to the parent Branch and Society concerned to represent and fulfill the needs of the members and the missions of IEEE. A Student Branch Chapter functions in a manner similar to a committee of the Branch.

Relevant procedures regarding Student Branch Chapters are provided in Bylaw 408.

600. CONVENTIONS AND MEETINGS

601. Regional Meetings

1. Regionally organized and sponsored conferences and conventions may be held with the approval of the Executive Committee for the presentation of technical papers and exhibitions.

602. Institute Functions

1. Institute functions, such as the presentation of major awards and events sponsored by and/or participated in by the Board of Directors, may be held in conjunction with the Regional Meetings referred to in Bylaw 601.1, upon approval of the Executive Committee.

603. Special Technical Conferences

1. Special technical conferences may be held with the approval of the Executive Committee. These conferences shall be for the presentation of technical papers on a particular phase of the IEEE's technical activities.

604. Cooperation with National Engineering Societies

1. When IEEE-sponsored or -cosponsored technical conferences or meetings are to be held in countries outside the United States in which there exists one or more national technical societies devoted to electrical engineering, electronics, and allied arts, particular attention shall be given by the organizer of the meeting to obtaining through the Regional Director the cooperation of the appropriate national society or societies at the earliest practical stages of the organization process.

605. General Meeting of Members

1. Quorum. Fifteen percent of the total number of voting members as recorded in the official IEEE membership records at the end of the previous year shall constitute a quorum at any general meeting of members, including, but not limited to, a general meeting held to vote on proposed amendments to IEEE's Certificate of Consolidation.



SUBSECTION	DATE ISSUED	DATE REVISED	PAGE
4.4 Engineering Management Society	1/3/79		18

1. ABBREVIATION: EM
2. FIELD OF INTEREST: The management sciences and technology applicable to organizations engaged in or overseeing research, development, design, evaluation, production or operation of electrical or electronic equipment/systems or allied activities; the socio-economic impacts of technology on society.
3. PUBLICATIONS:
 - A. Engineering Management Transactions - Quarterly
 - B. Engineering Management Review - Quarterly
4. CONFERENCES: Engineering Management Conference

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SUBSECTION

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4.6 Constitution and Bylaws

1/3/79

36

Each entity in the organizational framework of Technical Activities has its own Constitution and set of Bylaws by which it is governed. Copies of a model S/G/C Constitution and Bylaws are available from the TAB General Activities office (212) 644-7856.



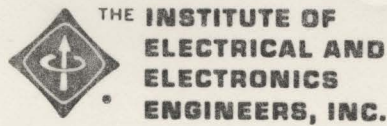
SUBSECTION	DATE ISSUED	DATE REVISED	PAGE
4.7 Administrative Committees (AdCom)	1/3/79		37

1. FUNCTIONS

- A. Serves as the official administrative entity of the Society.
- B. Ratifies the Society's Constitutional amendments.
- C. Establishes and carries out major societal policies.
- D. Provides support to the Society's TRANSACTIONS and Newsletter.
- E. Approves appointments within the Society.
- F. Establishes special ad hoc committees to study specific issues of interest to the membership.

2. COMPOSITION

- A. President
- B. 1st Vice President
- C. Vice Presidents designated for specific societal matters, if deemed appropriate.
- D. Secretary
- E. Treasurer
- F. Elected numbers
- G. Ex Officio members with voting privileges
- H. Ex Officio members without voting privileges
- I. Standing Committee Chairpersons from the following "typical" entities:
 - 1) Awards and Fellows Committee
 - 2) Chapter Activities Committees
 - 3) Finance Committee
 - 4) Constitution and Bylaws Committee
 - 5) Membership Committee
 - 6) Nominations Committee
 - 7) Publications Committee
 - 8) Education Committee
 - 9) Publicity Committee
 - 10) Standards Coordinating Committee
 - 11) Conferences and Meetings Committee
 - 12) Other
- J. TRANSACTIONS Editor
- K. Newsletter Editor
- L. Society representatives to TAB Councils and TAB Technical Committees
- M. Chairmen of the Society's Technical Committees, which are created to explore topics of technical interest to the members.



TECHNICAL ACTIVITIES BOARD
COMMITTEE ON SOCIAL IMPLICATIONS OF TECHNOLOGY

Please reply to:
229 Cambridge Ave.
Englewood, NJ 17631

September 24, 1979

Dr. G. P. Rodrigue
Georgia Institute of Technology
School of Electrical Engineering
Atlanta, Georgia 30332

Dear Pete:

We discussed the CSIT charter before, during and after our 9/15 meeting with results as follows: There is a strong feeling that the membership provision should stand as in the 8/2/79 draft. This provision reflects the actual procedure followed by CSIT since its inception 7 years ago. It has proven to be quite workable as evidenced by the high level of activity maintained during this period. No problems have arisen or are anticipated in this area, so why change the rules now?

With respect to membership as well as other matters it should be understood that CSIT is a somewhat unusual entity within IEEE. It was formed as a compromise measure by IEEE's executive committee in response to a petition signed by over 600 members calling for the formation of a Society on Social Implications of Technology. Hence it is expected that IEEE members should have access to CSIT directly rather than thru other groups or societies.

There was also a feeling (on similar grounds) that CSIT should be able to choose its own chairman, subject to approval by the TAB Chairman. Thus we would like to see item 2.2 altered accordingly. This however is not regarded as being as basic an issue as the membership provision.

Two lesser points were also raised regarding section 2.4.1 on Subcommittees. We propose that this be revised to provide for the annual election by CSIT of subcommittee chairmen, and that the sentence requiring that each subcommittee consist of at least 3 CSIT members be deleted. The latter is a practical point reflecting the fact that in some cases a subcommittee may actually involve only 1 or 2 people.

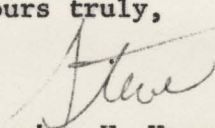
We have also discussed (once again) the question of more directly involving in CSIT IEEE members from other parts of the country. By itself, an occasional meeting in, say, Chicago, Denver or Los Angeles would be of little value, since regular attendance, which is needed for continuity, would not be facilitated for anyone. Travel funds are not generally available from employers for a committee such as ours and we would not anticipate a favorable response to a request for the 5 to 10 thousand dollars from general IEEE funds that would be required annually if even a minimal core of CSIT members were given travel support for meeting attendance on a nationwide basis.

A more practical approach that we are trying to implement is the formation of local CSIT groups. This is currently being attempted in the Virginia-Washington D.C. area and in California. These groups would meet locally, maintaining contact with the parent body by (among other ways) sending representatives to its meetings and by having parent group members occasionally attend local meetings.

Finally on this topic, it is interesting to note that at our last CSIT meeting the 17 attendees came from 6 different states (including Utah and Kentucky) and Canada. And this was not an unusual showing.

As you indicated in your August 8 letter, the problem with NPS contribution to our award fund has indeed been cleared up. With reference to that letter, I am sure that you did not intend the last sentence to come out as it did. The term "washing" is hardly appropriate for a wholly aboveboard activity that is fully in accord, both in spirit and letter, with IEEE procedures. We do not see why any further approvals should be necessary in order for our award process to continue as before. However, we have been, and will continue to cooperate in any reasonable way with the Awards Board. My understanding is that Joe Kaufman (before he left for Europe on sabbatical leave) had complied with the most recent request of that group and I am trying to find out if they have responded.

Yours truly,


Stephen H. Unger
Acting Chairman, CSIT

cc: Dr. I. Engelson

SHU/nkb



THE INSTITUTE OF
ELECTRICAL AND
ELECTRONICS
ENGINEERS, INC.

345 EAST 47th STREET, NEW YORK, NEW YORK 10017

TECHNICAL ACTIVITIES BOARD

CHAIRMAN - TECHNOLOGY COMMITTEES ADMINISTRATION
G. P. Rodrigue
(404) 894-2944

PLEASE REPLY TO:
Georgia Institute of Technology
School of Electrical Engineering
Atlanta, GA 30332

August 8, 1979

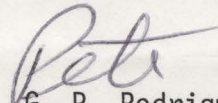
Mr. Steve Unger
229 Cambridge Avenue
Englewood, New Jersey, 07631

Dear Steve:

Because I was not able to get the proposed CSIT Charter included in the advance agenda, action on it was tabled. It was distributed, and will be considered in December. This delay will give you the opportunity of discussing it at your September 15th meeting. You might consider the two versions of the Membership Section. The second version ("everybody's invited") may be a little hard to sell TAB; and the first - which can result in defacto the same result - would be more readily accepted by that group.

I understood from Tony Furfari that the NPS \$300 item has been cleared up. Is that correct? It does seem, however, that washing donations for this award through IEEE will be a recurring problem until Awards Board of approval is obtained.

Sincerely yours,


G. P. Rodrigue

GPR:sr

Enc1

CHARTER

Institute of Electrical and Electronics Engineers
Committee on Social Implications of Technology

1.1 General

The IEEE Committee on Social Implications of Technology (CSIT) is a technically based committee of the Institute of Electrical and Electronics Engineers. It is placed in the IEEE organizational structure as a Technical Activities Board (TAB) Technology Committee, reporting through the Chairman TAB Technology Committees, to the Technical Activities Board and the IEEE Vice President for Technical Activities.

The overall objective of the CSIT is to provide an open forum for the interchange of ideas related to the technology/society interface. The committee will provide a mechanism for focusing relevant ideas developed by members of the IEEE Groups and Societies.

The principal efforts of the CSIT will be aimed at developing means to encourage and support social responsibility and a professional approach to the practice of engineering. Interaction among IEEE members and others will be promoted to develop a sensitivity to and an understanding of the impact of technology on society.

1.2 Scope

The areas of interest to the IEEE CSIT will embrace those necessary to pursue the overall objectives of this committee and will include such areas as:

- Effects of present and probable new technology on society.
- New technology needed to solve society problems.
- Attitudes of society towards engineering.
- Impact of society on technology.
- Professional and social responsibility in the practice of engineering.
- Content and levels of existing educational programs with respect to social and ethical aspects of engineering.

1.3 Functions

The following are specific functions of the IEEE CSIT:

- Develop programs to explain technology to society. This activity may be carried out through publications in the public press and/or through the sponsorship of appropriate meetings. Such activities will be coordinated with other IEEE entities such as USAB and other TAB Technology Committees, or entities of other professional societies.
- Foster communication among engineers, and between engineers and society on needs and concerns of society and on capability and responsibility of technology.
- Encourage publication of articles related to the social implications of technology.
- Develop statements dealing with the societal/technical interface. Such statements may be disseminated as IEEE CSIT Position Papers and submitted to TAB and other major Boards under existing policies and procedures for approval as "IEEE Positions".
- Recognize outstanding service in the public interest to the profession by the establishment of an appropriate award.

2. CSIT Organization

2.1 CSIT Membership

The membership of CSIT will consist of three groups. All voting members and officers of the Committee must be members in good standing of the IEEE. These three groups are:

1. Liaison Members: Persons officially appointed to the CSIT by various committee components of the IEEE who have interest in the social implications of technology. These will include Technical Groups and Societies as well as other TAB Technical Committees and USAB. Such members will be appointed by action of the Chairman/President of these various entities.

2. Members-at-Large: IEEE members of any grade professing an interest in actively participating in the purposes, scope, and functions of this committee.
3. Liaison Members of Other Societies: Individuals who are members of other professional societies having interests in common with those of the CSIT. These members will have non-voting status.

2.2 Elections and Appointments

• Officers:

The officers shall be the Chairman, the Vice Chairman, and the Secretary.

- Chairman: The Chairman shall be appointed by the Chairman of the Technical Activities Board; the Chairman of TAB will select an appointee from a list of at least two names which will be submitted during the fourth calendar quarter of each year. The persons on this list shall have been approved by a majority of members of the Committee. The Chairman shall serve for a term of one year. Normally, the CSIT Chairman shall not serve in that capacity for more than two consecutive terms.

- Vice-Chairman: The Vice Chairman shall be elected by a majority of the members of CSIT at the first meeting following the appointment of a new Chairman. The Vice Chairman shall serve for a term of one year.

- Secretary-Treasurer: The Secretary-Treasurer of the CSIT shall be elected by a majority of the members of CSIT at the first meeting following the appointment of a new Chairman. The Secretary-Treasurer shall serve for a term of one year.

2.3 Procedures

- 2.3.1 Each member of the CSIT may have one (and only one) vote.
- 2.3.2 The chairman shall preside at committee meetings. The vice chairman shall assume the duties of the chairman when the chairman is absent or incapacitated.
- 2.3.3 The chairman, through the Secretary-Treasurer and in cooperation with the IEEE staff, shall prepare and distribute meeting announcements, subcommittee reports, and meeting minutes.
- 2.3.4 Reports or budgets submitted to IEEE shall be subject to committee review.

2.3.5 Committee meetings may be arranged at the discretion of the chairman, or upon the request of one-third of the committee members. A mail ballot shall be distributed at the discretion of the chairman or, upon request of one-third of the committee members.

2.3.6 The Committee shall be governed by Robert's Rule of Order (latest revision).

2.4 Subcommittees

2.4.1 Subcommittees may be established or dissolved and their chairman chosen by majority vote of the Committee. Each subcommittee shall consist of at least three members of the CSIT. Each subcommittee chairman shall be appointed by the CSIT Chairman.

2.4.2 Any subcommittee may develop its own organizational structure and rules, subject to approval by a majority of the Committee. Each subcommittee shall submit its operating rules to the Committee for approval within four months of its establishment.

2.4.3 Each subcommittee shall inform its members of the nature of its activity report prior to submission. Majority and minority reports may be submitted and shall be so labeled. Minority reports shall address themselves to matters germane to the subcommittee's majority scope. All other matters shall be processed by the Committee as correspondence.

2.4.4 Subcommittees may be of a topical or activity orientation, or may be local, regional or group oriented, pursuant to the scope of CSIT.

2.4.5 Every subcommittee meeting shall be open to any member of CSIT.

2.5 PUBLICATIONS

2.5.1 Articles related to Social Implications of Technology shall be solicited openly.

2.5.2 Manuscripts (except notices and the newsletter) evolving from specific activities and studies undertaken or sponsored by this Committee, or bearing the name of this Committee or any of its subcommittees,

submitted to TAB and other major Boards ~~for~~ under existing policies and procedures for approval as "IEEE Positions".

- ~~1.3.5~~ Recognize outstanding service in the public interest to the profession by the establishment of an appropriate award.

2. ~~1.4~~ CSIT Organization

~~1.4.1~~ CSIT Membership

2.1

The membership of CSIT will consist of three groups all with identical rights and privileges. All members and officers of the Committee must be members in good standing of the IEEE. These three groups are:

1. Liaison Members: Persons officially appointed to the CSIT by various committee components of the IEEE who have interest in the social implications of technology. These will include Technical Groups and Societies as well as other TAB Technical Committees and USAB. Such members will be appointed by action of the Chairman/President of these various entities.

2. Continuing Members: Persons who are elected by the Liaison Members to continue service on the Committee.
3. At-Large Members: Persons selected by the Liaison Members to serve on the Committee.

2.2

~~1.4.2~~ Elections and Appointments

~~1.4.2.1~~ Officers:

The officers shall be the Chairman, the Vice Chairman, and the Secretary.

Chairman: The Chairman shall be appointed by the Chairman of the Technical Activities Board; the Chairman of TAB will select an appointee from a list of at least two names which will be submitted during the fourth calendar quarter of each year. The persons on this list shall have been approved by a majority of members of the Committee. The Chairman shall serve for a term of one year. Normally, the CSIT Chairman shall not serve in that capacity for more than two consecutive terms.

been

2.5.2. (Continued)

shall be subject to approval by the Committee prior to submission to an appropriate journal. Such manuscripts shall be distributed to each member of the Committee at least two weeks prior to a Committee meeting or at least thirty days prior to a mail ballot of the Committee.

2.5.3. A newsletter shall be published at intervals designated by the Committee or a duly designated subcommittee. All subcommittee chairmen shall be responsible for submitting timely information to the newsletter editor.

2.5.4. All members of IEEE may be eligible to subscribe to the newsletter containing information regarding the purposes and functions of CSIT, events related to these matters, notices of available CSIT publications, and meeting notices.

2.6 FINANCES

A CSIT account shall be established at IEEE Headquarters with disbursements being made as authorized by the chairman of the CSIT or the Secretary-Treasurer to pay for the newsletter of similar expenses.

3. AMENDMENTS

3.1. Amendments to these procedures shall be made by a two-thirds affirmative vote of the Committee. Thirty days shall be allowed after the distribution of the proposed amendment to the Committee members for the responses to be made. Responses may be made at a meeting of the Committee or by mail. Any Committee member can propose an amendment to these procedures.

3.2. These procedures and subsequent amendments shall take effect thirty days after being sent to the IEEE Technical Activities Secretary. If disapproved by the TAB Chairman within that period, a meeting to resolve differences shall be requested.



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TECHNICAL ACTIVITIES BOARD

CHAIRMAN - TECHNOLOGY COMMITTEES ADMINISTRATION

G. P. Rodrigue

(404) 894-2944

PLEASE REPLY TO:

Georgia Institute of Technology
School of Electrical Engineering
Atlanta, GA 30332

April 12, 1979

Professor Steve Unger
229 Cambridge Avenue
Englewood, New Jersey, 07631

Dear Professor Unger:

Enclosed is a copy of an earlier suggested charter for the CSIT. I can find no record of an existing charter for CSIT, and would like to have one generated for TAB OPCOM's consideration. I am attempting to develop a charter for each of the TAB Technical Committees and two or three of them seem to be lacking. I would appreciate your looking over this charter and making whatever modifications, additions, deletions, you feel appropriate. You may want to discuss this at the CSIT Committee meeting that will take place on April 24th.

I would appreciate your telephoning or writing me your suggestions in this matter before that date, if at all possible. It is my hope to have some discussion devoted to Technical Committee Charters at the next TAB OPCOM meeting on April 25th.

I am also enclosing a copy of the charter for the Energy Committee that you may want to use for reference. It is rather more elaborate than the average Technical Committee charter but you may find it useful as a benchmark.

If I can be of any help in this matter, please give me a call at (404) 894-2944.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. P. Rodrigue", is written over the typed name.

G. P. Rodrigue

GPR:sr

Encls (as stated)

cc: Mr. J. Malvern Benjamin
Cardiassist, Inc.
167 Old Belmont Avenue
Bala Cynwyd, PA, 19004



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TECHNICAL ACTIVITIES BOARD

CHAIRMAN - TECHNOLOGY COMMITTEES ADMINISTRATION
G. P. Rodrigue
(404) 894-2944

PLEASE REPLY TO:

Georgia Institute of Technology
School of Electrical Engineering
Atlanta, GA 30332

July 18, 1979

Messrs. Steve Unger
229 Cambridge Avenue
Englewood, NJ 07631

J. Malvern Benjamin
Cardiassist, Inc.
167 Old Belmont Avenue
Bala Cynwyd, PA 19004

Dear Steve and Mal:

At the TAB OPCOM meeting on July 11th, some concern was expressed by several members of the committee with respect to items appearing in a summary (enclosed) of the CSIT meeting of June 9th. The issue was raised by the Director of Division II, Mr. Furfari, who had been sent a copy of this summary. I did not receive the CSIT minutes until July 13th and thus was unable to provide much clarification on the matter. This letter is being written under the instructions of TAB OPCOM.

The most serious issue centers on Item 4 of the summary. There is essentially unanimous agreement within TAB OPCOM that no TAB committee should correspond directly with extra-IEEE agencies (and in particular Congressional committees) taking issue with statements of IEEE officials or other IEEE entities without first getting TAB OPCOM approval for such action. Several Directors felt that it was "inappropriate" and "irresponsible" for TAB committees to take such unilateral action.

Everyone within the IEEE recognizes that it has a very diverse constituency and most agree that this diversity should be represented as effectively as possible in position papers, etc. The CSIT, I'm sure, shares such concerns. But little or nothing is to be accomplished by public carping at IEEE officials, except that Congressional committees, etc., will so discount any IEEE statement as to make it worthless. It can be argued that Groups and Societies make direct statements to the outside world, but they are constituents and not creations of TAB. They are, therefore, in a politically less sensitive position.

Other points in this summary that attracted comment included Items 9 and 11. It is a feeling of TAB OPCOM that CSIT should get out of the member conduct business and turn that activity over to the MCC.

The statements in the CSIT Minutes of June 9th are less objectionable than those of the summary. I assume from those Minutes that no direct correspondence with the Congressional committee is planned. Nevertheless, this letter is intended to give you a frank appraisal of TAB OPCOM's views.

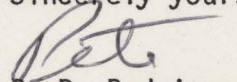
July 18th, 1979
Messrs. S. Unger, Mal Benjamin
Page Two

Some time ago I urged you to gain approval by the Awards Board of the manner in which funds for the CSIT award are handled. Such approval seems called for by IEEE Policy and Procedures (see enclosure). I believe that this is the source of difficulty with respect to the NPS money.

Finally, I'd like to get your comments on the draft of a charter for CSIT that I sent you on June 22nd.

I will try to reach each of you by telephone in the next week at which time we can discuss all of these matters, if you wish.

Sincerely yours,


G. P. Rodrigue

GPR:sr

(Encls - as stated)

cc: Dr. C. L. Hogan
Vice Chairman of the Board
Fairchild Camera and Instrument Corporation
464 Ellis Street
Mountain View, CA, 94040

Summary of CSIT Meeting
of June 9, 1979

The handling of the \$300 award money from NPSS by headquarters was discussed. It was pointed out that a clause obviously intended to prevent contributions to political campaigns or diversion of funds to private parties was being used to obstruct the transfer of funds within the IEEE, a complete perversion of the purpose.

The minutes were approved with two minor corrections.

1. The position paper on the "Application of Systems Engineering to Societal Problems" will have an introductory sentence making clear that it is a CSIT position paper. A digest has also been prepared.

4. Energy. Suran's testimony before a Congressional committee as reported gave a distorted version of the energy position paper. Dave Redfield, as a member of the Energy Committee, has written to Suran calling attention to the errors as reported in the "Institute" and is sending a copy to the "Institute." It was suggested that a copy should go to the Congressional committee, but this will be delayed until confirmation can be obtained from Suran that the article accurately represented his testimony and until a copy of the Congressional committee minutes can be obtained.

5. The policy on position papers was discussed heatedly. The consensus was that differing views should also be given in the same publishing. If time does not permit obtaining other viewpoints before publishing, a statement should be included stating the fact that other viewpoints were not obtained. The proposal was adopted by the committee. (To be published in the CSIT Newsletter and to be sent to TAB.)

6. Cryptology was discussed. A paper has been written on the computer secrecy code area and will be published in the CSIT Newsletter. A Symposium on the subject was suggested and may be held as a session of the Computer Society meeting to be held in Seattle in June of 1980.

7. Victor Paschki's Intersociety Meeting on Technology and Society appears as if it will come to fruition. Preparations are continuing.

8. Bernie Friedland offers a place in a meeting in San Francisco, August 13-15, 1980. The CSIT will attempt to take advantage of the opportunity.

9. The charges of misconduct against Feerst were discussed. The chairman of the ethics working group is to contact Fairman and write to Feerst and Fairman to determine the facts of the procedure in the case.

10. Newsletter. It is taking three months between going to Headquarters and mailing. The Publications Board has voted that the Newsletter should not be upgraded to magazine status.

Summary of CSIT Meeting

of June 9, 1979

continued from page 1

11. Another ethics case has come to the attention of CSIT. An employee has been fired for writing memos calling attention to improper testing of electronic components for particular aircraft. The former employee wrote to CSIT because of having read about the Edgerton case.
12. A Unified Code of Ethics for Engineers has been suggested and was discussed.
13. Discussion took place on a possible candidate for the next CSIT Award.
14. The next meeting was set for Saturday, September 15, 1979.

David C. Cook

David C. Cook

Copy to:
Stephen Unger
Leon Shohet

Bylaws

6. Scholarship Awards. The IEEE Scholarship Awards are the Fortescue Fellowship Award and the Volta Scholarship Award. These, together with other scholarships or fellowships as may be established by the Board of Directors, are administered by the Scholarship Awards Committee.

7. IEEE Prize Papers. The IEEE Prize Paper Awards are:

W.R.G. Baker Award. This is presented annually for the most outstanding paper originating in any of the IEEE TRANSACTIONS, JOURNALS, and PROCEEDINGS.

Browder J. Thompson Award. This is presented annually for the most outstanding paper in any IEEE publication by an author or joint authors under thirty years of age.

The Prize Papers Committee shall recommend candidates for these awards to the Awards Board.

The Awards Board shall have policy supervision over all awards of the IEEE other than Fellow award, but may delegate to the appropriate body responsibility for administration, selection of candidates and presentation of all awards, other than those listed in this Bylaw.

8. Society and Other Awards. The Society Awards Committee shall be responsible for policy supervision of all awards administered by the Societies. Policy supervision of all other awards, excepting those listed in this Bylaw and Fellow awards but including Section, Council, Region and Conference awards, shall be also the responsibility of the Society Awards Committee.

9. External Awards. External Awards are those awards not exclusive to IEEE but of interest to IEEE and its members.

The Committee on External Awards shall be responsible for reviewing and suggesting action on outside sources of awards of interest to IEEE members, for recommending nominations for such external awards as may be assigned to it by the Awards Board, and for recommending IEEE candidates for service on joint society medals and awards committees to the Executive Committee.

10. Authority for Awards. The IEEE awards administered by the Awards Board and its committees shall be presented with the approval of and in the name of the IEEE Board of Directors. The Board of Directors may delegate its authority to the Executive Committee for the approval of Scholarship and Fellowship Awards and for other specific awards except the Medal of Honor and the IEEE Major Annual Medals.

11. Procedure for Nomination and Selection of Candidates. Except as expressly provided in these Bylaws, the procedure for the nomination and selection of candidates for awards shall

be specified in the Manual of the Awards Board. No member of the Board of Directors, the Awards Board or the Headquarters staff shall act as a sponsor or reference for any nomination for which the Awards Board is responsible, if he occupies any of these positions on the date of submission of the nomination or reference form.

12. Presentation of IEEE Awards. The Medal of Honor and the IEEE Major Annual Medals shall be presented at major IEEE meetings. All other awards shall be presented at times and places approved by the Awards Board. The Chairman of the Awards Board shall be responsible for the review and approval of plans and arrangements for the presentation of IEEE Awards as well as for the format and content of IEEE Awards brochures.

306. Educational Activities Board

1. The Educational Activities Board will be responsible to the Board of Directors for policy recommendations on educational matters and for the broad planning of educational activities of the Institute, including continuing education, the monitoring of accreditation activities, and the development of guidelines for IEEE representatives to accreditation committees.

The Chairman of the Educational Activities Board shall be a Director of the IEEE and shall serve on its Executive Committee.

The Vice President - Educational Activities chairs the Educational Activities Board. The President of the IEEE Society on Education, the Chairman of the Electrical Engineering Department Heads Association (if an IEEE member), the Chairman of the EAB Technology Appreciation Committee, and one person designated by the Vice President - Educational Activities from among the IEEE representatives to the ECPD Board of Directors shall be members of the Educational Activities Board. The Chairmen of the Regional Activities Board, the Technical Activities Board, the Publications Board, and the United States Activities Board shall each appoint a liaison member to the Educational Activities Board. Ten additional members will be appointed to the Educational Activities Board by the Board of Directors. (See Bylaw 304.3).

2. To facilitate the performance of its duties (see Policy and Procedures Manual, Section 3), the Educational Activities Board may establish committees and task forces, the officers and members of which are to be appointed by the Educational Activities Board Chairman after consultation with the voting members of the Educational Activities Board.

307. Publications Board

1. The Publications Board shall be responsible for formulating and recommending publication policies to the Executive Committee and the Board of Directors, ensuring that adequate standards and procedures are established and maintained by IEEE publications, and otherwise

SECTION 4 - AWARDS ACTIVITIES

4.1 - Objectives

The recognition of outstanding achievement in electrical and electronics engineering throughout the world is a primary purpose of the IEEE. In furtherance of this objective the Institute has set up the IEEE Awards Board and encourages the formation of awards committees in its geographical units and in the Societies.

In carrying out awards activities, the IEEE, its Societies, Regions, Sections and Councils shall give prominence to the intent of each award, as well as to the accomplishments of its recipients.

The nature of the IEEE is such that a system of awards at several levels of the Institute's organization should be maintained. The system of awards must be designed to meet changing Institute demands.

The IEEE, through its Awards Board, shall establish policies and procedures to provide for the identification of awards candidates and the selection of nominees.

4.2 - Society, Region, Section and Council Awards

Each Society, Region, Section and Council is responsible for policies governing arrangements for and financing of awards within their respective entities. Complete information on all such awards shall be filed with the Technical Activities Board, the Regional Activities Board, and the Awards Board as a prerequisite for any award presentation.

A. Society, Region and Council awards are to be subject to the following rules:

- (1) Proposals for the establishment of new awards shall be forwarded to the Awards Board for approval of the terms of the award. In the case of a new Society award, a copy of the proposal shall be sent to the Chairman and Secretary of the Technical Activities Board (for information only). In the case of new Region or Council awards, copies of the proposals should be sent to the Chairman and Secretary of the Regional Activities Board (for information only). The Awards Board, the Technical Activities Board, and the Regional Activities Board shall have no jurisdiction in the selection of the recipients of the awards.

- (2) A Society or Technical Council may establish major awards up to the equivalent of a Field Award subject to rules set by the Awards Board. Other awards such as best paper and presentation awards or service awards may be instituted as Society awards. No single award by a Region, Section or Regional Council may carry a monetary award exceeding \$500. Scholarships or other grants-in-aid for students are not subject to these restrictions. Society awards are subject to further restriction that the total of all awards (including scholar-

ships and grants-in-aid for students) in any one year by one Society shall not exceed 3% of the annual budget of that Society.

- (3) Cash awards supported from funds contributed by sources outside the Society, Region or Council may be administered by the respective entities provided that prior approval has been obtained from the Awards Board.
- (4) Arrangements for presentation of awards are the responsibility of the Society, Region or Council involved.

B. Section Awards. Section awards are not directly subject to the above rules, but it is recommended that Section awards conform, where possible, to the general pattern for awards in the Institute as outlined above and as described in the Bylaws pertaining to the Awards Board.

C. Outstanding Counselor Recognition Program/Outstanding Service and Leadership Program. Awards and recognition prizes are awarded for contributions to the IEEE by Student members and faculty Counselors:

- (1) Recognition to Outstanding Counselors - given to a maximum of ten eligible IEEE Counselors for contributions to the profession through guiding and assisting Student Branches in furthering the objectives of the IEEE through the Student Program.

The respective prizes, eligibility requirements, nomination procedures, selection criteria, and methods of presentation shall be set forth in the Student Branch Operations Guide, with the approval of the Regional Activities Board.

- (2) Award to Outstanding Student Branch Member - given to a Student Branch member in each Branch/Branch Chapter for outstanding service and leadership.

The respective prizes, eligibility requirements, nomination procedures, selection criteria, and methods of presentation are set forth in the Student Branch Operations Guide.

D. Taxation of Prize Income. Recipients of awards resident in the United States should note that Section 74(b) of the U.S. Internal Revenue Code of 1954 provides in part that:

"Gross income does not include amounts received as prizes and awards made primarily in recognition of...scientific, educational...civic achievement, but only if (1) the recipient was selected without any action on his part to enter the contest or proceedings; and (2) the recipient is not required to render substantial future services as a condition to receiving the prize or award."

Amounts paid to recipients of "Student Prize Paper Awards" (who are resident in the United States)



THE INSTITUTE OF
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TECHNICAL ACTIVITIES BOARD

CHAIRMAN - TECHNOLOGY COMMITTEES ADMINISTRATION
G. P. Rodrigue
(404) 894-2944

PLEASE REPLY TO:
Georgia Institute of Technology
School of Electrical Engineering
Atlanta, GA 30332

June 21, 1979

Professor Steve H. Unger,
Chairman, Protem, CSIT Committee
229 Cambridge Avenue
Englewood, New Jersey, 07631

Dear Steve:

A rash of travel committments, year-end activities at school, and vacation have delayed my getting this letter off to you. As correctly noted in Item 3 of the Minutes of the 4/24/79 CSIT meeting, the TAB OPCOM decided in favor of the status quo, i.e., Steve as Acting Chairman, until a charter is developed and approved. Item 3, however, is incorrect in referring to "Dr. Rodrigue's revised Charter". It is to be CSIT's charter, and therefore, I need your help on it.

Enclosed is a draft copy of such a charter. I've tried to work in the items suggested by the minutes of your meeting. After reading this over, please give me a call with your suggestions and/or comments at (404) 894-2944.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Pete", written over the typed name G. P. Rodrigue.

G. P. Rodrigue,
Chairman, TAB Technology Committee

GPR:sr

Encl (1) (as stated)

CHARTER

Institute of Electrical and Electronics Engineers Committee on Social Implications of Technology

1.1 General

The IEEE Committee on Social Implications of Technology (CSIT) is a technically based committee of the Institute of Electrical and Electronics Engineers. It is placed in the IEEE organizational structure as a Technical Activities Board (TAB) Technology Committee, reporting through the Chairman TAB Technology Committees, to the Technical Activities Board and the IEEE Vice President for Technical Activities.

The overall objective of the CSIT is to provide an open forum for the interchange of ideas related to the technology/society interface. The committee will provide a mechanism for focusing relevant ideas developed by members of the IEEE Groups and Societies.

The principal efforts of the CSIT will be aimed at developing means to encourage and support social responsibility and a professional approach to the practice of engineering. Interaction among IEEE members and others will be promoted to develop a sensitivity to and an understanding of the impact of technology on society.

1.2 Scope

The areas of interest to the IEEE CSIT will embrace those necessary to pursue the overall objectives of this committee and will include such areas as:

- Effects of present and probable new technology on society.
- New technology needed to solve society problems.
- Attitudes of society towards engineering.
- Impact of society on technology.
- Professional and social responsibility in the practice of engineering.
- Content and levels of existing educational programs with respect to social and ethical aspects of engineering.

1.3 Functions

The following are specific functions of the IEEE CSIT:

- Develop programs to explain technology to society. This activity may be carried out through publications in the public press and/or through the sponsorship of appropriate meetings. Such activities will be coordinated with other IEEE entities such as USAB and other TAB Technology Committees, *or other professional society entities.*
- Foster communication among engineers, and between engineers and society on needs and concerns of society and on capability and responsibility of technology.
- Encourage publication of articles related to the social implications of technology.
- Develop statements dealing with the societal/technical interface. Such statements may be disseminated as IEEE CSIT Position Papers and submitted to TAB and other major Boards under existing policies and procedures for approval as "IEEE Positions".
- Recognize outstanding service in the public interest to the profession by the establishment of an appropriate award.

2. CSIT Organization

2.1 CSIT Membership

The membership of CSIT will consist of three groups all with identical rights and privileges. All members and officers of the Committee must be members in good standing of the IEEE. These three groups are:

1. Liaison Members: Persons officially appointed to the CSIT by various committee components of the IEEE who have interest in the social implications of technology. These will include Technical Groups and Societies as well as other TAB Technical Committees and USAB. Such members will be appointed by action of the Chairman/President of these various entities.
2. members at large: *IEEE members of any grade professing an interest in actively participating in activities consonant with the purposes, scope and function of the committee, proposed*
3. Season members from other societies (nominal)

2. Continuing Members: Persons who are elected by the Liaison Members to continue service on the Committee.
3. At-Large Members: Persons selected by the Liaison Members to serve on the Committee.

2.2 Elections and Appointments

- Officers:

The officers shall be the Chairman, the Vice Chairman, and the Secretary.

- Chairman: The Chairman shall be appointed by the Chairman of the Technical Activities Board; the Chairman of TAB will select an appointee from a list of at least two names which will be submitted during the fourth calendar quarter of each year. The persons on this list shall have been approved by a majority of members of the Committee. The Chairman shall serve for a term of one year. Normally, the CSIT Chairman shall not serve in that capacity for more than two consecutive terms.

- Vice-Chairman: ^{ad SIT} The Vice Chairman shall be elected by a majority of the members of CSIT at the first meeting following the appointment of a new Chairman. The Vice Chairman shall serve for a term of one year.

- Secretary-Treasurer: The Secretary-Treasurer of the CSIT shall be appointed by the Chairman of CSIT and for a concurrent term of office.

2.3 Procedures

2.3.1 Each member of the CSIT may have one (and only one) vote.

2.3.2 The chairman shall preside at committee meetings. The vice chairman shall assume the duties of the chairman when the chairman is absent or incapacitated.

2.3.3 The chairman, through the Secretary-Treasurer and in cooperation with the IEEE staff, shall prepare and distribute meeting announcements, subcommittee reports, and meeting minutes.

2.3.4 Reports or budgets submitted to IEEE shall be subject to committee review.

2.3.5 Committee meetings may be arranged at the discretion of the chairman, or upon the request of one-third of the committee members. A mail ballot shall be distributed at the discretion of the chairman or, upon request of one-third of the committee members.

2.3.6 The Committee shall be governed by Robert's Rule or Order (latest revision).

2.4 Subcommittees

2.4.1 Subcommittees may be established or dissolved and their chairman chosen by majority vote of the Committee. Each subcommittee shall consist of at least three members of the CSIT. Each subcommittee chairman shall be appointed by the CSIT Chairman.

2.4.2 Any subcommittee may develop its own organizational structure and rules, subject to approval by a majority of the Committee. Each subcommittee shall submit its operating rules to the Committee for approval within four months of its establishment.

2.4.3 Each subcommittee shall inform its members of the nature of its activity report prior to submission. Majority and minority reports may be submitted and shall be so labeled. Minority reports shall address themselves to matters germane to the subcommittee's majority scope. All other matters shall be processed by the Committee as correspondence.

2.4.4 Subcommittees may be of a topical or activity orientation, or may be local, regional or group oriented, pursuant to the scope of CSIT.

2.4.5 Every subcommittee meeting shall be open to any member of CSIT.

2.5 PUBLICATIONS

2.5.1 Articles related to ~~Social Implications of Technology~~ ^{and Society} shall be solicited openly.

2.5.2 Manuscripts (except notices and the newsletter) evolving from specific activities and studies undertaken or sponsored by this Committee, or bearing the name of this Committee or any of its subcommittees,

2.5.2 (Continued)

shall be subject to approval by the Committee prior to submission to an appropriate journal. Such manuscripts shall be distributed to each member of the Committee at least two weeks prior to a Committee meeting or at least thirty days prior to a mail ballot of the Committee.

2.5.3 A newsletter shall be published at intervals designated by the Committee or a duly designated subcommittee. All subcommittee chairmen shall be responsible for submitting timely information to the newsletter editor.

2.5.4 All members of IEEE may be eligible to subscribe to the newsletter containing information regarding the purposes and functions of CSIT, events related to these matters, notices of available CSIT publications, and meeting notices.

2.6 FINANCES

A CSIT account shall be established at IEEE Headquarters with disbursements being made as authorized by the chairman of the CSIT or the Secretary-Treasurer to pay for the newsletter of similar expenses.

3. AMENDMENTS

3.1 Amendments to these procedures shall be made by a two-thirds affirmative vote of the Committee. Thirty days shall be allowed after the distribution of the proposed amendment to the Committee members for the responses to be made. Responses may be made at a meeting of the Committee or by mail. Any Committee member can propose an amendment to these procedures.

3.2 These procedures and subsequent amendments shall take effect thirty days after being sent to the IEEE Technical Activities Secretary. If disapproved by the TAB Chairman within that period, a meeting to resolve differences shall be requested.

I. TAB OPCOM MINUTE--MAY 9, 1976 MEETING (Relevant sentences are underlined.)

5.2 Chairman of CSIT

When the Committee on Social Implications of Technology was established in 1972, the Vice Chairman of TAB was appointed Chairman of the Committee. In subsequent years, every TAB Vice Chairman has automatically been the Chairman of the CSIT. It has been proposed by CSIT (and this year's Chairman, Dr. A. S. Hoagland, has indicated his agreement with the suggestion) that CSIT should elect its own Chairman and that the Committee should be treated as and operate like any other Committee of TAB.

TAB OpCom opinions were widely divided, and on a motion to convert CSIT to the more usual pattern for TAB Committees (i.e., the TAB Chairman to appoint the Committee Chairman, based on advice and recommendations from the Committee and others), the TAB OpCom vote was evenly split. Chairman Briskman, by casting an affirmative vote, ruled that the motion had passed; he indicated that he would keep all the discussion in mind and would try to arrange for an interested and available IEEE Director to attend CSIT meetings and provide the direct liaison that most deemed to be very desirable.

II. CSIT MINUTE--MAY 22, 1976 MEETING

1. The Acting Vice Chairman, Dr. Unger, called the meeting to order at 10:10 AM.

....

Vice Chairman's remarks: TAB OP COM has approved a resolution to grant CSIT permanent committee status with the result that CSIT may now nominate its own chairman.

RSLN. Balabanian - Benjamin nominated for position of CSIT chairman. Motion approved unanimously.

Nominations for vice chairman postponed to subsequent meeting.

III. CSIT MINUTE--SEPTEMBER 11, 1976 MEETING

3. Election of CSIT Chairman

Kaufman - Requested clarification on TAB Resolution with respect to status of CSIT and election of CSIT Chairman.

Emberson - By TAB Resolution (Item 5.2 TAB OP COM Minutes 5/9/76 - see attachment) CSIT is to be treated and operate like any other TAB Committee. It shall henceforth elect its own chairman in the prescribed manner. The CSIT Chairman is ex officio a member of TAB.

IEEE COMMITTEE ON SOCIAL IMPLICATIONS OF TECHNOLOGY

PROCEDURES

1. PREAMBLE

This committee shall be known as the IEEE Committee on Social Implications of Technology (CSIT). It is an AdHoc TAB Committee. This committee will function as an open forum for the interchange of ideas related to the technology/society interface. Neither the committee nor any committee member will purport to be an "IEEE Spokesman" on any issue unless expressly authorized by the IEEE Board of Directors or the IEEE Executive Committee.

2. PURPOSES

- 2.1 To develop means to encourage and support professionalism and social responsibility in the practice of engineering.
- 2.2 To promote sensitivity to and understanding of the impact of technology on society.
- 2.3 To promote an interaction among IEEE members and others, on the impact of technology on society.
- 2.4 To promote the conception of means, and to implement programs for predicting and evaluating the impact of technology on society.
- 2.5 To take appropriate action to implement programs, in consonance with the IEEE Constitution, Bylaws and Policies.

3. SCOPE

- 3.1 The scope of this committee shall embrace the purposes previously outlined and shall include such areas as:
 - 3.1.1. Effects of present and probable new technology on society.
 - 3.1.2 New technology needed to solve society problems.
 - 3.1.3. Attitudes of society towards engineering.
 - 3.1.4 Impact of society on technology
 - 3.1.5. Professional and social responsibility in the practice of engineering.
 - 3.1.6. Content and levels of existing educational programs.
 - 3.1.7 Activities of others directed at technology/society interaction.

3.2 The scope of this committee shall include such activity areas as:

3.2.1. Programs to explain technology to society.

3.2.2. Communication among engineers, and between engineers and society on needs and concerns of society and on capability and responsibility of technology.

3.2.3. Involvement of IEEE members in the purposes, scope and functions of the committee.

4. MEMBERSHIP

4.1 The membership of CSIT shall consist of members of IEEE, of any grade, professing an interest to participate in the purposes, scope, and functions of this committee.

4.2. A member shall be entitled to participate in any subcommittee of CSIT (except the coordinating committee). Any member shall be eligible to serve on the coordinating committee, subject to the procedures described in Section 5 and 6.

5. COORDINATING COMMITTEE

5.1 The CSIT coordinating Committee shall consist of the chairmen of the CSIT subcommittees and, upon approval of both the coordinating committee and its chairman, other IEEE members in either of the following categories:

5.1.1. Liaison members from other IEEE entities. Such members shall actively participate in a specific CSIT activity, or in an activity consonant with a specific phase of CSIT endeavour.

5.1.2. Representatives from other ad hoc groups of IEEE members whose activities are consonant with a specific phase of CSIT endeavour. Such representation shall be based on the location, size, and number of such groups.

5.2. In the absence, incapacitation, or resignation of a subcommittee chairman, the subcommittee vice-chairman shall sit on the coordinating committee. A subcommittee vice-chairman shall be designated by the subcommittee chairman, or be appointed under operating rules adopted by the subcommittee, subject to approval of the coordinating committee chairman.

5.3. No member of the coordinating committee shall have more than one vote.

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- 5.4. The TAB chairman shall designate a coordinating committee chairman and vice-chairman, with such powers as may be delegated to them by the coordinating committee, and the TAB chairman.
 - 5.5. The chairman shall preside at coordinating committee meetings. The vice-chairman shall assume the duties of the chairman when the chairman is absent or incapacitated.
 - 5.6. The chairman shall appoint a Secretary-Treasurer.
 - 5.7. The chairman, through the Secretary-Treasurer and in cooperation with the IEEE staff, shall prepare and distribute meeting announcements, subcommittee reports, and meeting minutes.
 - 5.8. Reports or budgets submitted to IEEE shall be subject to coordinating committee review.
 - 5.9. Decisions of the coordinating committee shall be by majority vote, and only if a quorum has been established. A quorum shall consist of a majority of the voting membership.
 - 5.10. The terms of membership on the coordinating committee shall be one year. Each subcommittee liaison group, or unit having representation on the coordinating committee shall select a new representative at least one month before the expiration of the incumbent member's term. The coordinating committee chairman shall be notified of the selection of a new representative at least three weeks prior to said representative taking office. No member of the coordinating committee shall normally hold committee membership for more than two consecutive terms.
 - 5.11. CSIT shall encourage student representation on the coordinating committee subject to the provisions of Section 5.1.
 - 5.12. Members of the coordinating committee shall be members of IEEE of any grade. At least one member of the coordinating committee shall be of student grade.
 - 5.13. Coordinating committee meetings may be arranged at the discretion of the chairman, or upon the request of one-third of the committee members. A mail ballot shall be distributed at the discretion of the chairman or, upon request of one-third of the committee members.
 - 5.14. Coordinating committee shall be governed by Robert's Rule of Order (latest revision).

See p4. energy
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6. SUBCOMMITTEES

- 6.1. Subcommittees may be established or dissolved and their chairmen chosen by majority vote of the coordinating committee. A subcommittee can be dissolved by majority vote of the entire coordinating committee.

- 6.2. A model set of subcommittee operating rules shall be developed by the procedures subcommittee subject to approval by the coordinating committee. These rules may be adopted by any subcommittee. Any subcommittee may develop its own organizational structure and rules consistent with these votes, subject to approval by a majority of the coordinating committee.
- 6.3. Each subcommittee shall submit its operating rules to the coordinating committee for approval within four months of its establishment.
- 6.4. Each subcommittee shall inform its members of the nature of its activity report prior to submission. Majority and minority reports may be submitted and shall be so labeled. Minority reports shall address themselves to matters germane to the subcommittee's majority scope. All other matters shall be processed by the coordinating committee as correspondence.
- 6.5. Subcommittees may be of a topical or activity orientation, or may be local, regional or group oriented, pursuant to the scope of CSIT.
- 6.6. Every subcommittee meeting shall be open to any member of CSIT.

7. PUBLICATIONS

- 7.1. Articles related to Social Implications of Technology shall be solicited openly.
- 7.2. Manuscripts (except notices and the newsletter) evolving from specific activities and studies undertaken or sponsored by this committee, or bearing the name of this committee or any of its subcommittees, shall be subject to approval by the coordinating committee prior to submission to an appropriate journal. Such manuscripts shall be distributed to each member of the coordinating committee at least two weeks prior to a committee meeting or at least thirty days prior to a mail ballot of the coordinating committee.
- 7.3. A newsletter shall be published at intervals designated by the coordinating committee or a duly designated subcommittee. All subcommittee chairmen shall be responsible for submitting timely information to the newsletter editor.
- 7.4. Those members of IEEE indicating interest in membership in CSIT shall be entitled to receive a newsletter containing information regarding the purposes and functions of CSIT, events related to these matters, notices of available CSIT publications, and meeting notices.

8. FINANCES

- 8.1 A CSIT account shall be established at IEEE Headquarters with disbursements being made as authorized by the chairman of the coordinating committee, or as voted by the coordinating committee, to pay for the newsletter or similar expenses. An account shall be established at IEEE Headquarters and disbursements shall be authorized by the chairman or secretary treasurer.
- 8.2. The TAB Secretary shall, at intervals designated by the coordinating committee, issue a statement of disbursement.

9. AMENDMENTS

- 9.1 Amendments to these procedures shall be made by a two-thirds affirmative vote of the entire coordinating committee. Thirty days shall be allowed after the distribution of the proposed amendment to the coordinating committee members for the responses to be made. Responses may be made at a meeting of the coordinating committee or by mail. Any committee member can propose an amendment to these procedures.
- 9.2 These procedures and subsequent amendments shall take effect thirty days after being sent to the IEEE Technical Activities Secretary. If disapproved by the TAB Chairman within that period, a meeting to resolve differences shall be requested.
- 9.3 These procedures shall be reviewed by the entire coordinating committee at least the last meeting before December 31, 1973.