

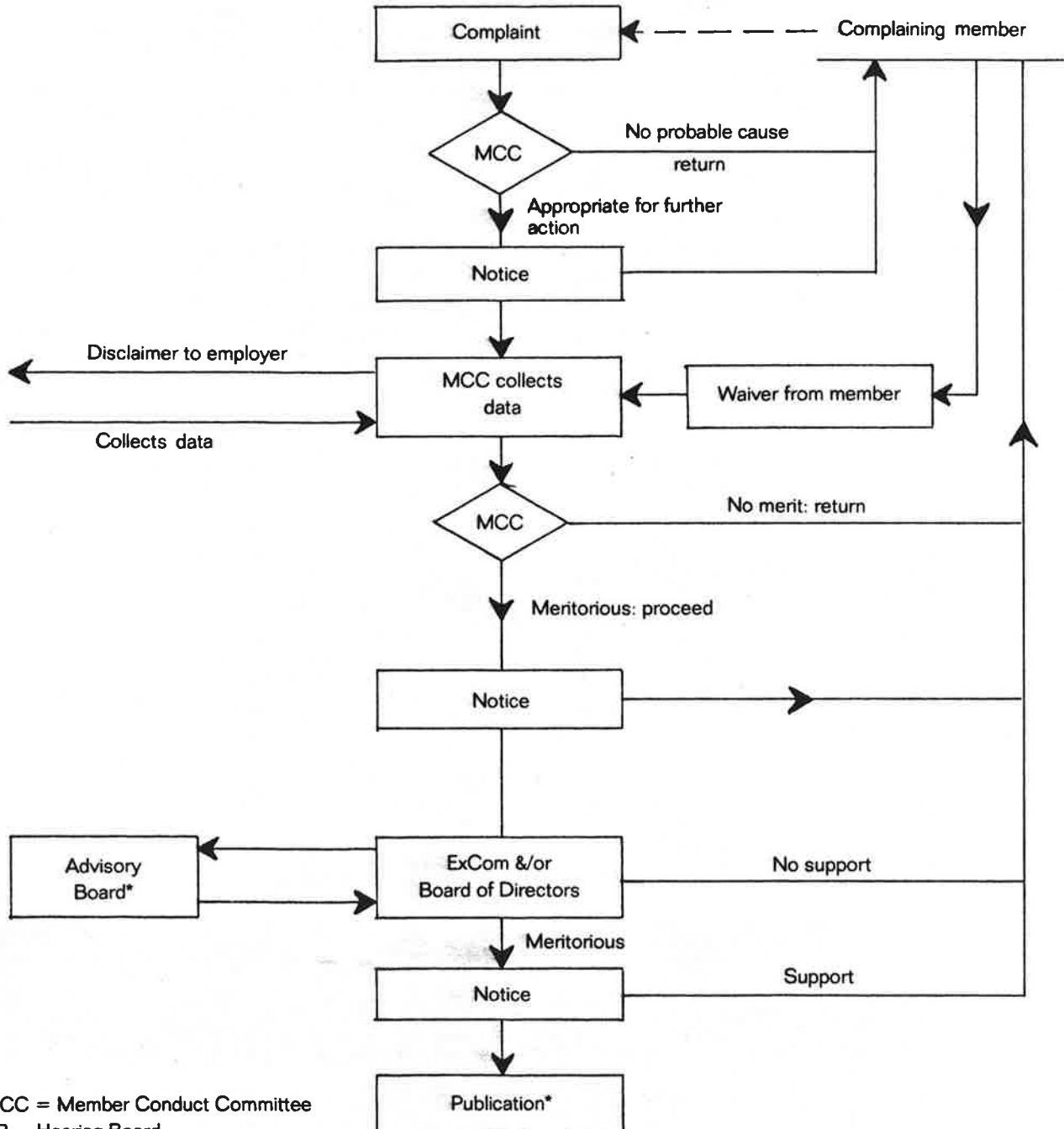


Source Sheet

Ethics

For Professional Activities Committees of the IEEE United States Activities Board

Procedures for IEEE Support of Members on Ethical Matters



MCC = Member Conduct Committee
 HB = Hearing Board
 BoD = Board of Directors

*If deemed appropriate

SUPPORT

1. FORM AND CONTENT OF REQUEST FOR SUPPORT: shall be in the style of an affidavit, typewritten, notarized, signed by an IEEE member in good standing, delivered by certified mail to the Chairman, Member Conduct Committee (MCC), IEEE, 345 East 47th St., New York, NY 10017; should be sent in triplicate, and shall include:

- a) the name(s), position(s) or title(s) and address(es) of employer or others who are believed to have knowledge pertaining to the subject of the complaint;
- b) the issue or matter of ethical principle which the IEEE member believes is involved, together with the specific provisions of the IEEE Code of Ethics which are deemed relevant;
- c) a full description of the circumstances or facts which relate to the ethical matter for which IEEE support is sought; and
- d) such documentation as the member is able to furnish in support of the request; identification of materials in the possession of others thought to be relevant.

2. MCC:

- a) If in the course of its investigation and review, the Committee deems it appropriate to contact persons or entities outside the membership of IEEE or the employer concerned, the Committee shall:
 - obtain from the requesting IEEE member a letter of waiver; and
 - send to the employer(s) concerned a letter disclaiming any and all purpose or intent to engage in collective bargaining on behalf of the IEEE member with respect to such matters as salaries, wages, benefits, and working conditions customarily dealt with by labor unions.
- b) The Committee has 120 days from the date when it acknowledged the receipt of a request for support to prepare a "Report on Preliminary Investigation."
- c) If the request is deemed to be meritorious, the Committee shall submit to the IEEE Executive

Committee (ExCom) the request and its Report on Preliminary Investigation upon conclusion of its review of the request, together with any matters of information related thereto.

- d) If the request for support is deemed to be without merit, the Committee Chairman shall so notify the requesting member. The matter will not be considered further unless the member is able to furnish new or additional information, which the Committee deems relevant, within ten (10) working days following service of notice of the investigation's termination.

3. ACTION BY THE IEEE EXECUTIVE COMMITTEE OR BOARD OF DIRECTORS

The MCC, following a preliminary investigation of any requests for support received, shall submit a report to the ExCom which shall include findings and recommendations for consideration by the ExCom. The ExCom may, if it deems it appropriate to do so, appoint an advisory board to assist it in considering such report. On the basis of information available, the ExCom may, thereafter, offer support to the member as appropriate to the circumstances and consistent with the current IEEE Policy and Procedures Manual. The ExCom shall make the final decision as to supporting a member, unless the ExCom or the BoD determines that the BoD should make such final decision.

The BoD or the ExCom upon approval by the BoD may publish findings, opinions, or comments in support of the member and take such further action as may be in the interests of the member, the IEEE, or the engineering profession.

NOTE: A separate Ethics Source Sheet has been prepared on Procedures for IEEE Discipline of Members on Ethical Matters. For additional assistance in preparing requests for support or for discipline for submission to the MCC, refer to the IEEE Policy and Procedures Manual, 7.12, "Procedures for Use by MCC."

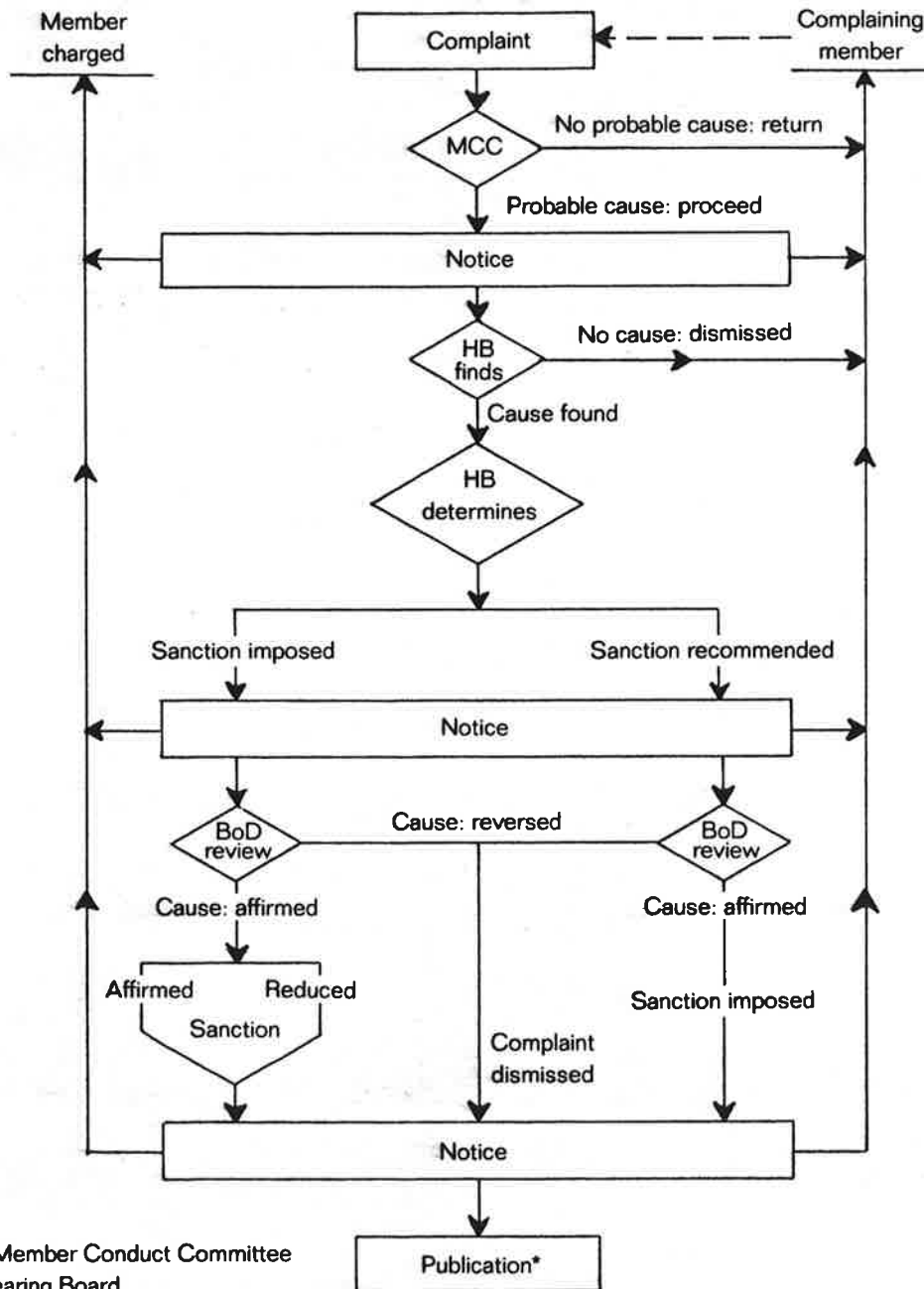


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DISCIPLINE

1. **FORM AND CONTENT OF COMPLAINT:** shall be in the style of an affidavit, typewritten, notarized, signed by an IEEE member in good standing, delivered by certified mail to the Chairman, Member Conduct Committee (MCC), IEEE, 345 East 47th St., New York, NY 10017; should be sent in triplicate, and shall include:
 - a) the name and address of the IEEE member(s) whose conduct is the subject of the complaint;
 - b) a statement which sets forth with reasonable specificity the alleged conduct of the IEEE member(s) which is alleged to constitute a material violation of the Constitution, Bylaws, or Code of Ethics of IEEE, or conduct which is seriously prejudicial to IEEE;
 - c) the specific provisions of any documents described in (b) above, which the alleged conduct is thought to violate or contravene;
 - d) the name and address of the person(s) believed by the complainant to have knowledge pertaining to the subject of the complaint;
 - e) such documentation as the complainant is able to furnish in support of the complaint, identification of materials in the possession of others thought to be relevant;
 - f) a statement declaring that the person submitting the complaint will be present at any hearing at which the complaint is considered, upon the written request of either the MCC or the IEEE member charged in the complaint.
 2. **MCC:** shall have 120 days to prepare a "Report on Preliminary Investigation" and must determine whether a reasonable basis exists for believing that:
 - a) the facts alleged in the complaint, if proven, constitute cause for expulsion, suspension, or censure of the member(s) charged; and
 - b) the facts alleged in the complaint can be proven.
 3. **HEARING BOARD (HB):** must determine whether the conduct in question:
 - a) constitutes a material violation of the Constitution, Bylaws or Code of Ethics of IEEE; or
 - b) is seriously prejudicial to IEEE.
 4. **SANCTIONS AND VOTING REQUIREMENTS:**
 - a) **Censure:** An affirmative vote of a majority of the HB and/or the IEEE Board of Directors (BoD).
 - b) **Expulsion or Suspension:** An affirmative vote of a majority of the HB and/or the BoD, and, in addition, the affirmative vote of $\frac{2}{3}$ of the HB and/or the BoD that the member's conduct was seriously prejudicial to IEEE.
- NOTE:** A separate Ethics Source Sheet has been prepared on Procedures for IEEE Support of Members on Ethical Matters. For additional assistance in preparing requests for support or for discipline for submission to the MCC, refer to the *IEEE Policy and Procedures Manual*, 7.12, "Procedures for Use by MCC."