OPERATIONS MANUAL

IEEE Region 9
Latin America
Version 5.0

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Introduction

IEEE Latin American Region, known also as Region 9 or R9, belongs and reports directly to the Member and Geographic Activities (MGA) Board. Region 9 has its own bylaws, with clear and specific rules which are aligned with MGA. The main goal of this Operations Manual is to guide the volunteers who collaborate in R9. The subjects that are not included in the R9 bylaws, must be based on the MGA Operations Manual – Section 9.

The Region 9 of IEEE is, geographically, the territory defined by IEEE bylaws, in its article I-402.1, and shall consist of South America, Central America and the countries of Mexico, Bermuda, the Bahamas Islands, and the Caribbean Islands (except Jamaica).

For its operation, Region 9 counts on a Regional Committee formed by volunteers, who are responsible for the efforts and activities that will benefit the members of IEEE, considering the MGA's mission and vision. (Appendix J).

The Regional Committee of Region 9 is constituted by an Executive Committee, chaired by the Regional Director, the Sections Chairs, the Council Chairs, the chairs of Standing Committees, and the chairs of Ad-Hoc committees appointed by the Regional Director. All these positions are described in this Operations Manual.

This manual is one of several tools available for R9 volunteers that allow them to know the scope of their responsibilities in their work to bring the benefits of IEEE to each R9 member.

This Operations Manual is not the only element required in our voluntary activity; active communication with Region 9 and its leaders is required, as well as the participation in regional activities, Sections Congress, activities with the Technical Societies of the IEEE and its Chapters, work with Universities and their student branches, and use of the information offered to volunteers and members on the IEEE web pages: www.ieee.org and www.r9.ieee.org.

The content of this manual is subject to the following governing documents, which are listed in the order in which they take precedence:
- IEEE Constitution
- IEEE Bylaws
- IEEE Operations Manual
- MGA Bylaws
- MGA Operations Manual
- Region 9 Bylaws

Objectives of the Operation Manual

The Operations Manual has the following objectives:

- Describe the IEEE and its interrelation with Region 9.
- Describe how Region 9 is organized and the interrelation of each organizational unit within the Region 9.
- Identify the elements of the IEEE Constitution, Bylaws and Operations Manuals, and their relation to regional activities.
- Define the objectives and responsibilities of each position of the Regional Committee, as well as the procedures that must be followed for voluntary activities in R9.

Article I. Region 9 as an IEEE entity

Region 9 is a major entity within IEEE at a global level, being one of the 10 largest geographic subdivisions through which the technological, academic, scientific, and professional activities are carried out.

1. Mission and Objectives of Region 9

The mission of IEEE Region 9 mission is to provide services to our professional members and students to support the process of engineering creation, development, and integration, sharing and application of knowledge associated to electrical and information sciences and technologies, and adapting them to our conditions and needs, with the objective of promoting the social and economic development of humanity in the Latin American Region.

In order to accomplish these goals, the Region will:

- Support the interests of the members, whose technical and professional objectives concur with the responsibilities of the Region within the IEEE
- Encourage student activities and provide general supervision to the operation of Student Branches within the Region.
- Provide professional recognition to the achievements of the members of the Region through awards, recognitions, and nominations to IEEE's Senior and Fellow degrees.
- Circulate a periodic publication with articles, news, announcements, and other information of interest for the regional members.
- Provide training opportunities for members through workshops and seminars.

- Collaborate with the Chapters and Sections in the promotion and implementation of programs for the education of members.

- Coordinate membership development initiatives.

- Collaborate with the Councils and Sections in the realization of technical conferences.

- Promote the participation of members in technical activities.

- Promote visits of technical speakers to different locations within the Region to present conferences for the professional improvement of members.

- Promote the use of electronic communications as a greater cost-benefit means of communication, given the conditions of the geographical dispersion of the membership of Region 9.

Article II. Regional Committee Composition

The IEEE Region 9 territory, as established by the IEEE Bylaw I-402.1, shall comprise the territory encompassing South America, Central America, and the countries of Mexico, Bermuda, the Bahamas Islands, and the Caribbean Islands (except Jamaica) as specified in R9 Bylaws.

The Regional Committee shall consist of voting members and non-voting members. The voting members of the Regional Committee shall be the Executive Committee members, the Section Chairs, the Council Chairs, the chairs of the Awards and Recognition, Technical Activities, Membership Development, Educational Activities, Student Activities and Information Management Committees, the Student Representative, the Editor-in-Chief of the Regional Newsletter (NoticIEEEro) Committee, and the Editor-in-Chief of the Latin American Transactions Committee. The non-voting members shall be the chairs of Ad-Hoc committees, the chairs of Standing committees not listed above, and special officers appointed by the Regional Director.

The Executive Committee shall be composed of the Regional Director, the immediate Past Regional Director, the Regional Director-Elect, the Secretary, and the Treasurer.
The Regional Director, the immediate Past Regional Director, the Regional Director-Elect and the Section Chairs shall be elected by direct vote of Graduate Student members or higher-grade members. IEEE Student Members and Associate Members will not participate in professional-level elections.

The council chairs shall be elected in accordance with council regulations. The chairs of the standing and ad-hoc committees, and the special officers, will be appointed by the Regional Director and serve at will of the latter. The Regional Director-Elect shall be ex-officio chair of the Membership Development Standing Committee, and the Strategic Planning Ad-Hoc Committee.

The Regional Committee shall be the highest authority in the Region and exercise that authority through actions carried out at the Annual Regional Meetings, which will be normally held between the months of February, March, and April of each year. During the time between the Regional Meetings, the authority will be normally exercised by the Regional Executive Committee.

1. Sections, Regional Councils and Geographical Areas

The Sections constitute the basic operational units of the IEEE and are autonomous, within the restriction's framework imposed by the Constitution, the Bylaws, the Manual of operations of MGA, and the Regulations of IEEE as a global entity, and the determinations of the Regional Committee.

The Regional Councils or Councils will be groups of contiguous Sections geographically close, that for reasons of affinity decide to unite to create an entity that coordinates and represents them as a block in front of organizational units inside and outside of IEEE.

The Region 9 has the following 5 councils: Andean, Brazil, CAPANA (Central America and Panama), Mexico and Southern Cone.

The Geographical Areas will be units created by the IEEE Regions (as described in MGA regulations) to have better administrative control. They are composed of Sections that are usually not grouped in Councils as, for example, the Caribbean Area of Region 9. There may also exist Geographical Areas that group Regional Technical Chapters. These Areas will be created at the discretion of the Technical Societies (as described in TAB regulations) and will be under the organization chart of each Society as; currently, there are no such entities in R9.

2. The quorum in the Regional Committee

In order to approve action items at Regional Committee meetings, a quorum must be present. Quorum in a Regional Committee meeting shall consist of one half of the total membership of the Committee, provided that, at least 50% of the Section Chairs must be present in such a meeting.

The voting members of the Regional Committee will be the Executive Committee members, the Section Chairs, the Council Chairs, the chairs of the Awards and Recognition, Technical Activities, Membership Development, Educational Activities, Student Activities and Information Management Committees, the Student Representative (RSR), the Editor-in-Chief of the Regional Newsletter (NoticIEEEro) Committee, and the Editor-in-Chief of the Latin American Transactions Committee.

3. Responsibilities of the Regional Committee

The Regional Committee is responsible for the Region to operate in accordance with the IEEE Constitution, Bylaws, and Regulations. It will participate in the development of the Institute through recommendations to the IEEE Member and Geographic Activities (MGA) Board, the IEEE Board of Directors (BoD), and the Sections within the Region. The Regional Committee is responsible for the drafting of norms for the Region and for the elaboration of the Regional Strategic Plan, both subject to the approval of the MGA. The members of the Regional Committee are defined in the Bylaws of Region 9.

The members of the Regional Committee will act to avoid conflicts of interests as defined in Article 9.8 of the IEEE Policies and Procedures Manual; that is, that their decisions or votes are not made to obtain economic advantages for themselves or for their companies.

The Regional Committee has the following responsibilities:

- Facilitate the establishment of norms, goals, and long-range plans within the Region.
- Provide guidance towards the successful execution of the operations plan proposed by the Regional Director.
- Recommend candidates for the position of Regional Director-Elect.
- Promote and help in the coordination of activities between Sections within the Region.
- Advise the Regional Director on the appointment of Committee Chairs.
- Identify talents and leadership that can serve within the Region.
- Approve the Annual Regional Budget.
- Request nominations for Regional and Institute awards and recognitions.
- Stimulate the presentation of candidates from the Region for appointment in IEEE Committees and Boards.
- Promote the development of membership within the Region.
- Promote the examination and registration of academic programs of higher education institutions in the Region that qualify their graduates for promotion to IEEE Members upon graduation.
- Guide the Sections on their operations and promote activities within them.
- Establish and maintain a continuing education program for Members within the Region.
- Help in coordinating and conducting relevant Technical Conferences within the Region.
- Coordinate and support the development of electronic communications within the Region.
- Promote the exchange and dissemination of technical knowledge within the Region.
- Promote the generation of activities that lead to economic self-support in the Region.

Article III. Responsibilities of the Regional Committee Members and the Regional Committees.

Regional Committee Members could participate with other volunteers in a Committee or Ad-Hoc Committee to perform some tasks and hence achieve the goals assigned.

1. The Executive Committee

The Executive Committee shall consist of the next members:
- The Region Director, who shall be the Chair.
- The Immediate Past Region Director.
- The Region Director-Elect.
- The Region Secretary.
- The Region Treasurer.
- The Region Assistant Secretary (as corresponding member).
- The Region Assistant Treasurer (as corresponding member).

The R9 Executive Committee shall be the leading body of the region and shall be responsible for the coordination and execution of the Region's administrative affairs.
The Region Director shall appoint the Secretary and Treasurer and also decide if the same person holds both positions.

i. *Responsibilities of the Executive Committee*

The Regional Executive Committee works under the direct supervision of the Region Director with the following duties and responsibilities:

- Acts on behalf of the Regional Committee when not in plenary sessions, except on those matters for which the Regional Committee requests to be decided by electronic vote.

- Executes the recommendations of the Region Director and the Regional Committee.

- Makes recommendations to the Regional Committee on matters that require the Regional Committee action.

- Supports the Region Director and the Regional Committee in the operation of the Region, subject to the authority granted by the Region Director or the Regional Committee and that is not specifically in conflict with the IEEE Constitution and Bylaws.

- Periodically reviews the composition and functions of the members of the Regional Committee and of the committees at a regional level.

- Periodically reviews this Regional Operations Manual.

- Audits at the end of each year, the fiscal operations of the officers of Region 9 that manage IEEE funds.

- Appoints auditors, when deemed justified, to audit the fiscal operations of any entity within Region 9, including Councils, Sections, Student Branches, Affinity Groups and Technical Chapters.

- Keeps the members of the Regional Committee informed about the agreements and actions by posting/emailing the minutes of its meetings.

ii. *The Executive Committee Quorum*

For all meetings of the Executive Committee, a quorum shall be a majority of the voting members of Executive Committee.

iii. *Chair of the Executive Committee*

The Region Director shall chair the Executive Committee and shall appoint as many committees as he/she deems essential, subject to approval by the Executive Committee, and appoint as many ad-hoc committees as he/she considers necessary for a better operation of the Regional Committee. Meetings of Executive Committee shall be held at the Region Director's request, and perform the actions and plans agreed hereinafter.

a. The Region Director

The Region Director chairs and manages the affairs of the Region according to the strategies of the Regional Committee and in accordance with the authority and responsibilities defined in the Bylaws. In his/her absence or disability, his/her functions within the Region will be executed by the Region Director-Elect.

i. *Functions/Responsibilities of the Region Director*

The Region Director's functions and responsibilities shall be:

- He/she is the highest administrative and financial officer in the Region.
- Serve as Member and Delegate of the IEEE BoD (Board of Directors) and the IEEE Assembly as well as other IEEE worldwide committees as requested.
- Serve as an active member of the MGA and the MGA Assembly.

- Represent the IEEE members' requirements before the MGA committees, which include, among others, the 10 Region Directors, and the IEEE Board of Directors.

- In case not being able to attend a meeting of the IEEE Board of Directors or the MGA Board, he/she shall inform it in writing to the MGA Vice President.

- Lead and coordinate the efforts of the region officers and committee Chairs, to ensure that the services offered are fulfilling the expectations and goals.

- Ensure the growth and development of the Region by appointing knowledgeable and trained volunteers to chair such positions.

- Appoint a Region Secretary and a Region Treasurer, for a term of one or two years at his/her choice during his/her term. These two functions can be performed by the same volunteer.

- Appoint the Chairs and members of the committees. The Director may delegate to the Chair of a committee the appointment of other members of his/her committee whom shall be confirmed by the Region Director, except for those committees with a pre-defined membership.

- The Director is an ex-officio member of all the committees of the Region.

- Solicit to Region, Councils and Sections Chairs, or other OUs of the Region, to attend the meetings interrelated to their duties.

- Request and handle resignations from members of the Regional Committee and other volunteers who are not performing their responsibilities in accordance with the Bylaws.

- Design and implement actions to achieve the goals set by the Regional Committee.

- Having an Executive committee agreement, he/she shall fill in the Regional Committee vacancies that arise during the term of his/her tenure.

- Inform at the beginning of each year and keep the IEEE MGA informed about the composition of the Regional Committee membership.

- Appoint as many editors as necessary to ensure the Region's publications products.

- Support the coordination of region activities with region Chairs.

- Provide advice, direction and support to Committee, Sections, Councils, Technical Chapters, Affinity Groups, Student Branches, and other entities Chairs of the Region.

- Help to solve disagreements within the Region Chairs, Section Chairs, and IEEE OUs inside and outside the Region.

- Keep the Executive Committee members and the Region Committee informed about his/her participation with the IEEE Boards or committees he/she serves.

- Define the Region Meetings agendas.

- Chair the Regional Committee Meetings, which shall be held at least once a year.

- Inform to the Regional Committee the relevant agreements discussed during the MGA and the IEEE BoD meetings.

- The Region Director shall inform to the IEEE corporate the names and information related to the candidates for the Region Director-Elect position, recommended by the Regional Committee who shall be elected by R9 members.

- Report to the Regional Committee at the end of his/her term, the achievements and ongoing products/business.

- Make such appointments to Region 9 as appropriate, such as Ad Hoc committees, additional appointed volunteers and representatives, etc.

ii. *Schedule of activities of the Region Director*

The following schedule is a model for the activities of the Region Director. He/she attends the Region's important Technical Conferences or Student activities, when visiting Region Sections.

November/December (January during the first year)
- Attend the MGA, the Board of Directors, and the IEEE Assembly meetings.

- Appoint the Secretary and Treasurer as well as the Committee Chairs for his/her Region Director term.

- Inform to the Executive Committee members about their functions and responsibilities and to report by September of each year on their activities.

- Communicate to the Region Chairs of their roles and responsibilities, and to report by September of each year on their activities.

- Submit the region roster to the IEEE headquarters.

- Develop his/her work plan for the following year.

January/February
- Participates in the MGA meeting.
- Attends the BoD and the IEEE Assembly meeting.
- Meets several Sections before or after MGA or BoD meetings.
- Discusses and tunes up the work plan for the ongoing year with the help of the Executive Committee.
- Coordinates, with the Executive Committee members and the Host Section volunteers, the details for the incoming R9 Meeting.
- Submits to the Region Committee members the agenda and informs about the incoming Region Committee Meeting.

- Authorizes travel expenses for the Region committee members attending the R9 meeting.
- Organizes Workshops for the Regional Committee members to be held during the R9 Meeting.

February/March/April

- Chairs the Region 9 Meeting.
- Prepares an agenda for the meeting that will support the Regional Committee operation, give budget transparency to the committee members, and address governance updates required.
- The Executive Committee members gather during the R9 Meeting.
- Meets several Sections including the Regional Meeting, in person visits to the sections and virtual meetings
- During the second portion of the term, submits to IEEE Corporate the slate of candidates for the Region Director-Elect, as well as their member grades and IEEE member numbers, in an election year after the R9 Meeting.

May/June

- Attends MGA meeting.
- Attends IEEE BoD meeting.
- Meets several Sections during his/her trip to or from MGA or IEEE BoD meetings. including in person visits to the sections and virtual meetings

July/August

- Meets several Sections during his/her trip to or from MGA or BoD meetings. Including in person visits to the sections and virtual meetings
- Prepares, in conjunction with the Region Treasurer, the budget for the upcoming year.

September/October

- Requests reports of the Region Chairs and the Executive Committee members.
- Meets Sections in the Region includingin person visits to the sections and virtual meetings
- In addition, throughout the year, he/she can participate by phone or Internet meetings with the different regional entities and IEEE.

b. The Immediate Past Region Director

The Past Immediate Region Director will exercise those functions delegated by the Region Director. He is responsible for advising and providing ideas to the Region Director and his officers based on their experience and knowledge of regional affairs.

    i. *Functions of the Immediate Past Region Director*

Within its specific functions are:

- Member of the Executive Committee and the Regional Committee with the right to voice and vote in both.
- Chair the Regional Nominations Committee.
- Chair of the Council of Former Directors.
- Ex-officio member of the Regional Finance Committee.
- Shall be the Chair of the Region Strategic Planning Committee.
- Others assigned by the Region Director.

    c. The Region Director-Elect

The Region Director-Elect shall exercise those functions delegated by the Region Director and shall assume the functions and responsibilities of the Region Director in the event that he/she leaves office due to resignation, prolonged absence or disability. He/she will serve as an Ex-officio member of all the committees of the Region and will coordinate those entities delegated by the Region Director.

    i. *Functions of the Region Director-Elect*

The Region Director-Elect becomes a Region Director upon expiration of the term for which the current Region Director was elected or appointed.

Other Responsibilities includes:

- Assist the Region Director in the performance of his duties, being his main assistant.
- Ex officio member of the Strategic Planning Committee.
- Attend any meeting that is required as a function of the position.
- Maintain open channels of communication with the other members of the Regional Committee and ensure that the reports of the members of the Regional Committee are ready for presentation at the Regional Meeting in the manner provided by the Region Director or through statutes for this purpose.
- Shall be the chair of the Membership Development Committee at the Regional level.

- Shall represent the Region Director in the activities entrusted to him.
- Shall be a member of the Executive Committee and the Regional Committee with the right to voice and vote.
- Audit regional accounts when deemed necessary.
- Update the Regional Strategic Plan when taking office.
- Ex-officio member of the Regional Finance Committee.

d. The Region Secretary

The Region Secretary shall be appointed by the Region Director and shall serve for a term at the director's will, that has a maximum of two years. The Region Secretary shall have the functions of sending announcements, preparing the agendas for the meetings of the Executive Committee and of the Regional Committee and preparing the minutes of those meetings.

i. *Functions of the Region Secretary*

The Region Secretary is responsible for maintaining the archives of the Region in an organized manner. The Secretary will prepare all those reports that are required by IEEE or the Region and shall participate and follow up the action items made at the meetings. In addition, the Region Secretary has the following responsibilities:

- Coordinate the Regional Meeting together with the organizing section.
- Updating the specific website of the Meeting, by sending to the Web Master the information for it, such as, agenda, committee reports, data for the registration of participants and registration information for support staff and companions.
- Be a communication link between for Members, volunteers and other professional associations in the Region, making available the strategic plans and actions of the Region Directorate, seeking to serve the members of the Region equally, considering their own cultures and particular needs.
- Promote communication between the Sections, Societies, Councils and Student Branches by stimulating the formation of a communication network between the secretaries of these entities and facilitating their responsibility of maintaining this network active through meetings, projects, financial reports and other activities.
- Represent the Region Director in the activities entrusted to him.
- The secretary shall also act as Chair of the Governance Committee.
- Coordinate with the electronic voting with the Web Master, subject to the following procedure:
  - Review the document to be voted on and the additional comments.

▪ Inform the deadline to receive suggestions for changes to the text. These comments must be sent by the proponents to the Region Secretary who will direct them to the corresponding persons.

▪ For any vote that, due to its importance, cannot wait for the next Regional Meeting, the members with the right to vote will be informed of the electronic address for voting or another mechanism that will be indicated by the Region Secretary.

▪ Inform the result of the vote.

● The Region Secretary is responsible for preparing the Regional Meeting Agenda, validating it with the Region Director and taking care of its proper development in a timely manner during the Regional Meeting.

● The Region Secretary being part of the Executive Committee participates in the meetings and is responsible of preparing and making available the unapproved minutes of the meeting.

● Ex-officio member of the Regional Finance Committee.

e. The Region Treasurer

The Region Treasurer will be appointed by the Region Director and will serve for a term at the director's will that has a maximum of two years.

i. *Functions of the Region Treasurer*

The Region Treasurer shall be responsible for the management of R9 funds, such as bank deposits and all payments that have been budgeted and have the endorsement of the Region Director, as well as the registration of all financial transactions made in the name of the Region. He/she shall only make those non-budgeted payments that have the endorsement of the Executive Committee.

● The Region Treasurer will prepare all the reports that are required by the MGA and Regional bylaws, as well as the ones that might be needed for the local governments where IEEE R9 has business.

● As Past Treasurer shall be member of the Strategic Planning Committee.

● The Region Treasurer will present a financial summary and regional budget projections at each Regional Meeting.

● The Region Treasurer shall be Chair the Regional Finance Committee.

2. The Standing Committees

The Region Director shall appoint the coordinators of the standing committees of the Region, who will chair the committees, except for those who hold this position by virtue of their office. All of them, with the exception of the Nominations Committee, will serve for a term of one to two years at the will of the Region Director. The Standing Committees are described below.

a. Student Activities Committee. R9-SAC

The objective of this committee is to promote regional membership at the student level. The Student Activities Committee is made up of a Coordinator (RSAC) and a Regional Student Representative (RSR), who shall also be members of IEEE-MGA Student Activities Committee. This Region Student Activities Committee will have as many members as the RSAC and RSR require to perform their duties, with the approval of the Region Director. These members shall be selected according to the objectives set by the Student Coordinator and Representative and will serve for the same period of two years.

Among the suggested positions are:

- A Student Professional Awareness Conference SPAC/Student Professional Awareness Venture SPAV Coordinator
- A Web Master of the Student Activities webpage of the Region.
- A Coordinator of Student Technical Chapters.
- An editor of the publication of Student Activities Links, "Connecting points in Region 9".

i. *Functions of the Student Activities Committee.*

This Committee has, among others, the following functions and responsibilities:

- Promote the creation of Centers of Excellence as a boost to research and development of the members in the Student Branches.
- Conduct surveys as determined by the Coordinator to the Chairs of the Student Branches to know their current situation and provide them with more effective ways of collaboration.
- Take advantage of the experience and dynamics of Outstanding Students Larry K. Wilson, Outstanding Counselors and Exemplary Student Branches for strategies that help keep the student movement active in the Region.

- Promote the organization of National Branches Meetings in Region 9 with the objective of training student leaders and promoting the revitalization and creation of new Branches.

- Organize and conduct the Regional Meeting of Student Branches defining the agenda and the host headquarters, the latter with the approval of the Executive Committee, which must be selected one year in advance.

- Plan and direct all student activities in Region 9 that go beyond the scope of the Student Branch that implemented them.

- Promote the grade elevation of the Student Members to Professional Members at the time of obtaining their first professional degree in four or more years programs. This activity must be done in conjunction with the Young Professionals affinity group.

- Responsible for the supervision of the operations of the Student Branches in the Region for their effectiveness in serving member students so that they have continuity after they are formed.

- Promote the creation of new Branches and Technical Student Chapters in Higher Education institutions that offer academic programs in the areas of interest of IEEE.

- The coordinator will act as a representative of the Region Director in any student activity to which he/she delegates such representation.

- The Coordinator and the Regional Student Representative will be members of the MGA Student Activities Committee (SAC) representing the Region.

- Maintain direct contact with the Student Branches and their counselors, as well as with the local coordinators of Student Activities through the Section chairs in order to promote the effectiveness of the IEEE MGA and Regional programs, aimed at directly benefiting the student members.

- Ensure that all sections have a Student Activities Coordinator to assist in the formation of new Branches and Technical Student Chapters.

- To the extent possible, work with the Section chairs seeking to include at least one Student in their Committee.

- Promote the participation of Student Branches in the awards and scholarships granted by the IEEE annually.

- Publicize successful activities of Student Branches in the Region through "Enlaces" publication.

ii. *Student Awards and Contests*

Promote the student participation in regional student awards and contests such as:

- *Exemplary Student Affinity Group Award*

- *Exemplary Student Technical Chapter Award*

- *Success Case Contest*

- *Regional Photography Student Contest*

- *Student Website Contest*

- *Ethics Contest*

- *Regional IEEE Day Contest*

- *Regional TISP Contest*

b. Technical Activities Committee. R9-TAC.

The objective of this committee is to promote the generation of technical activities that add value to the membership. The Technical Activities Committee is constituted by a coordinator, who will chair it, the past chair and three active members (preferably, past chairs of Technical Chapters) designated by the chair who can provide support in special tasks. This Technical Activities Committee, therefore, will coordinate with the Technical Chapters of the Section in Region 9 to fulfill its functions.

i. *Functions of the Technical Activities Committee*

The main function is to promote and support the organization of technical events in the Region, as well as to institutionalize existing events by adapting them to the forms and procedures established by the IEEE.

The Committee has the following functions and responsibilities:

- Establish coordination channels with the different IEEE Technical Societies.

- Establish a list of potential IEEE Distinguished Lecturers and coordinate with Region 9 Council Chairs the possibility of conducting a tour of technical presentations within the Sections.

- Maintain a Chapter Chair database with their names, Sections, Societies, and contact addresses.

- Assist in the compilation of a list of all members of the Technical Chapters with IEEE Member grade or higher.

- Promote the establishment of new Technical Chapters.

- Ensure the proper functioning of the existing Technical Chapters to keep them active.

- Promote at the regional level the replication of successful initiatives of some Chapters or Sections applied in the organization of technical activities.

- Propose awards and recognition for activities of a technical nature in the Region.

- Compile a list of technical activities to be carried out in the Region and in Sections, disseminate it to promote the participation of IEEE members.

- Compile a list of Distinguished Lecturers from Region 9, with their lecturer topics, and a guide with resources available from Technical Societies and other Regions to stimulate the organization of Distinguished Lecturer Tours in the various Councils, Sections and Student Branches in the Region

- Recommend and guide Region 9 Sections to comply with IEEE procedures in the organization of their conferences according to the budget established for them.

- Promote activities related to the accreditation of educational programs and the certification of professionals in topics in the IEEE fields of interest.

- Advise the Sections to register their important events in the IEEE Conference Database, keeping updated information on dates and scopes, so they will be recognized as IEEE events by IEEE members worldwide.

- Promote the visit to the IEEE Meeting, Conferences & Events web page for guidance before organizing any event https://ieeemce.org/

c. Awards and Recognition Committee. R9-ARC.

The objective of this committee is to identify those members who have excelled in their performance and recognize them with the different awards that the Region and the global IEEE have. It is also the objective of this committee to publicize the awards delivered to stimulate other members.

The Awards and Recognition Committee consists of members appointed by the Region Director, and the Past Awards and Recognition Coordinator, who have voice and vote in the Committee's determinations, and by the Regional Student Activities Coordinator who has a voice but does not vote in Committee determinations. The Committee will be chaired by one of its members appointed to the position by the Region Director and will serve a term at the will of the latter, up to two years. The chairs of the Award and Recognition Committees of Region 9 Sections will serve as corresponding members.

i. *Functions of the Awards and Recognition Committee*

The Committee has the following functions and responsibilities:

- disseminate and promote, among the members of the Region, nominations for the various awards available in the IEEE.

- recommend the establishment or repeal of Region 9 awards and recognitions; this must be approved by the Regional Committee.

- publish all the IEEE awards and recognitions that are available to Region 9 IEEE members or entities.

- validate all the nominations received for awards and recognitions that are awarded at the Region level.

- make recommendations of award recipients to the Regional Committee at each Regional Meeting, according to the particular regulations that define each award or recognition.

- keep the registry of the recipients of the different awards of the Region, publishing this list on the website of the Region.

- propose candidates for awards when there are no proposals or declare a prize vacant.

- keep the electronic portal updated where all the prizes available to the members of Region 9 are announced on the Internet at https://r9.ieee.org/en/awards-and-recognition/

ii. *Regional Awards and Recognitions.*

Among the main awards to be awarded each year by Region 9 are:
- IEEE Region 9 Eminent Engineer Award.
- IEEE Region 9 "Oscar C. Fernández" Outstanding Volunteer Award.
- IEEE Region 9 Best Achievement of the Year Award.
- IEEE Region 9 Outstanding Student and Young Professional Activities Supporter Award;
- IEEE Region 9 Meritorious Service Award.
- IEEE Region 9 Discretional Award.
- IEEE Region 9 Outstanding Section Award.
- IEEE Region 9 Best Contribution to the IEEE Latin America History Award.

To nominate for IEEE R9 awards in the following link:
https://ieee.secure-platform.com/a/page/major_board_awards/mga-awards/region9_awards

1. IEEE Region 9 Eminent Engineer Award: established as a recognition for those members, belonging to any of the Sections of the Latin American Region, who have contributed significantly to the promotion and enhancement of the professional disciplines in IEEE fields of interest.

Appendix A: Guidelines for IEEE Region 9 Eminent Engineer Award.

2. IEEE Region 9 "Oscar C. Fernández" Outstanding Volunteer Award: instituted as a means of recognizing and encouraging IEEE volunteers in the Region, and as a means of recognizing those who have contributed outstandingly an IEEE Region 9 Section.

   Appendix B: Guidelines for the IEEE Region 9 "Oscar C. Fernández" Outstanding Volunteer Award.

3. IEEE Region 9 Best Achievement of the Year Award awarded to the Section that has carried out an activity of such importance, in the year preceding the Regional Meeting, which is worthy of this recognition.

   Appendix C: Guidelines for the IEEE Region 9 Best Achievement of the Year Award.

4. IEEE Region 9 Outstanding Student and Young Professional Activities Supporter Award: recognizes those members and volunteers whose support for student or Young Professionals activities has resulted in a significant impact on the educational objectives of the IEEE.

   Appendix D: Guidelines for IEEE Region 9 Outstanding Student and Young Professional Activities Supporter Award.

5. Section Anniversary Recognition: This recognition will be given to sections of Region 9 who in the previous or present year of the Regional Meeting celebrated its 5th, 10th, 15th, 20th, 25th, etc., anniversary.

6. IEEE Region 9 Meritorious Service Award: recognizes members of Region 9 who, through their professional and technical abilities, have made outstanding and notable contributions to the Institute, its communities, fellow professionals, and fellow men.

   Appendix E: Guidelines for the IEEE Region 9 Meritorious Service Award

7. IEEE Region 9 Discretional Award: created to provide the tool to the Region Director to recognize, in any given moment, Region volunteers for their actions or contributions at Section, Region, or Global IEEE level.

   Appendix F: Guidelines for the IEEE Region 9 Discretional Award.

8. IEEE Region 9 Outstanding Section Award: recognizes an outstanding success of a Section in fulfilling its goals – per IEEE policy - by organizing technical, professional, and geographic activities for the benefit of its members and by maintaining, enhancing, and supporting the Student Branches, Chapters, and Affinity Groups within its geographic boundaries.

   Appendix G: Guidelines for the IEEE Region 9 Outstanding Section Award.

9. IEEE Region 9 Best Contribution to the IEEE Latin America History Award: The best contribution to the History of IEEE in R9 Award is given annually to promote, recognize and support contributions to the History of IEEE from members within IEEE Region 9. This award recognizes the value of written contributions (up to three) to the History of the IEEE in Region 9. The recipient of this award is presented with a plaque in an appropriate ceremony.

   Appendix H: IEEE Region 9 Best Contribution to the IEEE Latin America History Award.

d. Membership Development Committee. R9-MDC.

The Membership Development Committee aims to promote the increase of membership and retention through coordination with the Sections Chairs and the various Regional Committees and shall be chaired by the Region Director-Elect. The Committee Chair will appoint two (2) additional members who will work in the Membership Development programs in coordination with the Membership Development Committee Chairs of each Section. The members should be IEEE professional members in good standing, with experience in Membership Development initiatives, a good understanding of IEEE's benefit and a high focus on the member's experience.

i. *Functions of the Membership Development Committee.*

Among the responsibilities and functions of this committee are the following:

● Plan and implement effective programs oriented towards the retention, recovery, and recruitment of IEEE members within the Region.
● Maintain and distribute IEEE promotional material throughout the Region using the available means of communication.
● Conduct member recruitment and retention campaigns promoting available offers, regional goals, statistical information, and coordinate the distribution to the Section chairs a list of members that have not renewed their membership for recovery and reinstatement campaigns.

- Promote the establishment of recruitment tables in any IEEE official activity, and in any activity when allowed, where qualified people in the Region can join IEEE.

- Serve as a liaison with the IEEE Member and Geographic Activities Board (MGA) to obtain ideas, materials, statistics, and other pertinent data to attract new members to the Region.

- Guide members for admission and advancement to higher membership grades within the IEEE.

- Monitor membership development metrics to guarantee the proper processing of members' requests and that the correct member grade is associated with the members of the Region.

- Keep the Regional Committee and other units informed of membership data generated by IEEE.

e. Educational Activities Committee. R9-EAC.

The Educational Activities Committee aims to coordinate, prepare, and conduct educational activities to support the professional development of the members. This committee will be chaired by a coordinator and have as many members as determined by the Region Director, who will appoint them.

i. *Functions of the Educational Activities Committee.*

The Committee has the following responsibilities:

- Develop, promote, and implement continuing education programs to keep the members of the region technically updated.

- Announce to the members of the region, through the Section Chairs and local coordinators, the educational activities to be carried out in which they can participate.

- Work with higher education institutions in the Region, through the Section Chairs and local continuing education coordinators, so that active members of the IEEE may be invited to continuing education activities, in the fields of interest of the IEEE, carried out by those institutions.

- Coordinate with other regional committees the organization of activities with a continuing education component.

The coordinator represents the Region Director in any activity or meeting related to educational activities when delegated by him/her.

The regional coordinator is an ex-officio member with the right to vote in the Section Education Outreach Committee (SEOC) of the IEEE-EAB (Educational Activities Board).

f. Information Management Committee. R9-IMC.

The objective of this committee is to stimulate and encourage the responsible use of automated tools in administrative matters and technical operations of the IEEE. This includes the training of volunteers within the region who use automated tools. These automated tools are provided to simplify administrative tasks, reduce the time spent for managing activities and assist in the development of members.

The R9-IMC is expected to be competent in the use of these tools, including those that are part of the vTools project and others that were developed, have been purchased or recommended by MGA to help and support IEEE volunteers and members.

The R9-IMC is Chaired by the R9-IMC Coordinator who is a voting member of the Regional Committee. The R9-IMC Coordinator represents Region 9 in events organized by IEEE that are of R9-IMC technical concern and represent a benefit to regional activities or membership. The R9-IMC coordinator will help to identify possible successors for this position at the end of the office term and mentor his/her successor.

i. *Functions of the Information Management Committee.*

The R9-IMC will:

- Train the representatives of the organizational units in the use of automated tools available to support the administrative affairs and technical operations.

- Provide data and information flow between organizational units and MGA in support of the MGA decision making.

- Advocate the use of MGA Information Management (IM) tools by volunteers and members. For example: EWH, sites.ieee.org, virtual communities, listserv mailing lists, e-notice, among others.

- Participate in the beta testing of MGA's Information Management (IM) tools, identify areas for improvement and provide appropriate information to MGA.

- Show the highest standards of collaboration, collegiality, and respect.

- Keep the official electronic communication lists updated.

- Ensure that the entities and individuals of the region make proper use of the electronic services (e-notice, mailing list, etc.) according to the guidelines established in the IEEE regulations.

- Develop, update and advertise the Region 9 web portal (r9.ieee.org).

- Update the Regional WEB pages and links to sections pages.

- Update information on committees, Regional Meetings and other events in the Region as sent by volunteers.

- Ensure that all pages follow the regulations of the IEEE Entity Web Hosting.

- Be the liaison with HQ to organize electronic voting.

- Create a website for the Regional Meetings in case the organizing Local Committee does not have a person to do it.

- Support the Regional Newsletter (NoticIEEEro) Committee in the electronic distribution of news and materials of interest to the regional membership.

- Provide support to the Regional Committee, Councils, Sections and Student Branches of Region 9 on information flow within the virtual community through interactive communication.

- Manage the Virtual Community of Region 9, offering the following services in accordance with the available resources:

  - Repository to save documents,

  - Notices about all events in Region 9,

  - Calendar with important events in Region 9, in collaboration with the Regional Newsletter Committee,

  - Dissemination of information through posters of events,

  - Articles, which will consist of notes of interest of the Virtual Community,

  - Discussions, on topics of interest for societies, chapters, branches and affinity groups

g. Editor-in-Chief of the Region Newsletter (NoticIEEEro) Committee. R9-NLC.

The Editor-in-Chief of the Region Newsletter (NoticIEEEro) Committee will Chair and have the support of an Editorial Committee. The Editorial Committee is constituted by one Editor-in-Chief, one Associate Editor, five Column Editors and the Electronic Communications Coordinator. The objective of this committee is to make the NoticIEEEro magazine a source of income for Region 9.

i. *Functions of the Editor in Chief of the Regional Newsletter Committee, R9-NLC.*

The Editor-in-Chief of the R9-NLC will:

● Receive, evaluate, select, and edit the materials to be published in NoticIEEEro magazine.

● Notify the authors, on the acceptance, modification, or rejection, based on the "Editorial Rules" of the NoticIEEEro magazine, such as extension and format, which are aligned to IEEE Publication Services and Products Board (PSPB) rules.

● Be responsible for the quality of the editorial product.

● Be supported by the "Column Editors", who are responsible for the collaborations that appear in each issue, such as interviews, book reviews, podcasts, membership status, calendar, among others.

● Be supported by the "Editorial Committee" for the arbitration of articles of "general interest" whose content can be understood by all members. Specialized articles will be redirected to other publications, such as Latin American Transactions.

● Generate the NoticIEEEro magazine in a correct and timely (bimonthly delivery) manner, to be published in the R9 website, notifying the members via "e-notice" 5 days before the release date indicated in the planned schedule.

● Publish the annual calendar of deadlines for contributions with the support of the Electronic Communications Committee (R9-IMC).

● Be responsible for the use of the ISSN of the electronic version, the correct versioning of editions and promotion of the NoticIEEEro magazine indexing.

● Recognize, in conjunction with the Region Director and at the end of the office term, members of the Editorial Committee and other collaborators who contributed to enhance the newsletter.

- Submit annually a work proposal and report to the Region Executive Committee.

ii. *Special Editions.*

Edition in Memoriam of Region Distinguished Volunteers: the Region 9 has volunteers either deceased or no longer active, who have carried out an outstanding work in the region, sometimes extended beyond the region boundaries, leaving a strong and positive mark on the Institute. The work accomplished by these volunteers and their leadership can motivate current and future generations; however, this work is not always known to all.

Procedure:

a) Before the Regional Meeting, any member of the Regional Committee may propose the name of a late Region Distinguished Volunteer, who performed prominently beyond the Region, with the intention of issuing a NoticIEEEro special edition in his/her memory to give testimony of his/her achievements and collect the experiences of those who knew him/her.
b) The Regional Committee will accept or reject the nominee based on the background provided.
c) The nominator will be responsible to collect the nominee information comprising testimonies, anecdotes, relevant information and more, that will constitute the contents of this NoticIEEEro special edition.
d) The Editorial Committee of NoticIEEEro magazine will collaborate actively in the task of selecting the material and effectively writing the article. The Editor-in-Chief of the NoticIEEEro magazine will have the last decision about the content and format of this special edition.

h. Editor-in-Chief of the Latin American Transactions Committee. R9-LATC.

The steering Committee for IEEE Latin America Transactions is constituted by:
 -The Editor-in-Chief
- 5 Editors of the Transactions
- Region 9 Treasurer
- Region 9 Director
- Region 9 Director-Elect
- Region 9 Past-Director
- Region 9 Technical Activities Committee Chair
- Region 9 Educational Activities Committee Chair

The steering committee should have biannual meetings (one every 6 months), one of them virtual. An annual meeting should be in-person, organized by the Editor-in-Chief.

Probably, making it to coincide with a regional meeting may be adequate to facilitate organization and improve feasibility.

i. Life Members Committee. R9-LMC

Region 9 Life Members Committee (R9-LMC) will be composed of a coordinator, who will be appointed by the Region Director and will serve at the will of the latter during his or her term. The coordinator may be appointed to other terms by subsequent Region Directors. The coordinator will promote the establishment of Life Members Affinity Groups in Region 9 (R9-LMAG) and will channel to IEEE-Life Members Committee (IEEE-LMC) the requests of the establishment of R9-LMAG's when these come duly documented and endorsed by the chair of the corresponding section. LMAG's shall make proposals to the IEEE Life Members Committee and Life Members Fund to support activities or projects of the sections or chapters of the region.

j. Young Professionals Committee. R9-YP.

The objective of this committee is to promote that student members remain as members once they have graduated. The Coordinator of the YP Committee shall be appointed by the Region Director. The YP Coordinator may appoint a Committee, which shall consist of Region 9 YP members, who will collaborate in the functions described below.

i. *Functions of the YP Committee.*

- Promote the conformation of YP Committees in all Sections.
- Identify and request the support of Fellow or Senior Members to serve as mentors to young professionals who begin their careers.
- Promote the realization of activities that officially welcome new members.
- Promote the realization of activities that allow interaction between experienced and young professionals.
- Promote the realization of activities that guide the selection of jobs related to the fields of professional practice in the IEEE fields of interest. in coordination with the Job Site Coordinator.
- Encourage newly graduated students or about to graduate, to include their curriculum vitae on the Job Site.
- Promote the implementation of activities that allow recently graduated members to visit (internships) local industries to increase their technical heritage.
- Promote the implementation of activities with Student Branches to emphasize the importance of becoming an IEEE member after graduation of the academic programs, coordinating these events with the Student Activities Committee.

- Promote at the Section level, the realization of activities for young professionals, aimed to enhance the importance of remaining active in the IEEE as an investment in their future for the success in their professional career.

- Promote the establishment of awards and recognitions at the regional level, specifically for young members of the IEEE Sections who have distinguished themselves by their leadership and accomplishments, both professional and technical, in coordination with the Awards and Recognition Coordinator.

- Promote the volunteering participation of young IEEE members of the Sections, so that they gradually take charge and maintain the successful continuity of the operation of the section.

- Promote the participation of the young members of the IEEE in joint activities with the Student Branches and to serve as their counselors or mentors.

k. Women in Engineering Committee. R9-WIE.

The Women in Engineering Coordinator shall chair the Region 9 WIE Committee consisting of four WIE section chairs of the Region, appointed by the Coordinator of this committee.

i. *Functions of the WIE Coordinator.*

The coordinator with the assistance of the WIE Committee shall carry out the planning, directing, and evaluating the activities of the professional and student WIE groups established in Region 9.

The Committee will have the following functions and responsibilities:

- Represent the WIE groups of Region 9.

- Prepare an Annual Report of Activities and present it to the Regional Committee during the Regional Meeting.

- Update the webpage information on the events organized by the WIE Groups of the Region as sent by the volunteers.

- Promote the development and updating of the webpages of the WIE groups and their link to the Region webpage, primarily that of activities, emails, and links to sections.

- Inform the Regional Committee, Region Director, and its Council, if any, of the achievements or difficulties affecting the group.

- Develop membership in the Region WIE groups.

- Promote the creation and proper functioning of WIE groups, at both professional and student levels in sections.

- Support and supervise the operation of Region 9 WIE groups at the Section level.

- Perform specific actions within or outside the Regional Committee when requested by the Region Director.

l. Strategic Planning Committee. R9-SPC.

The Region 9 Strategic Planning Committee is responsible to the IEEE Region 9 Regional Committee for creating long-term guidelines defining increasingly ambitious goals to meet the needs of members and increase membership. The SPC will be made up of 5 members as indicated below and will be chaired by the Region immediate Past Director

i. *Functions of the Strategic Planning Committee.*

The Committee will have the following functions and responsibilities:

- Maintain updated the Strategic Plans of the Region, taking into consideration the operational and circumstantial evolution of the Region and the recommendations of the Regional Committee.

- Review and recommend revisions to the Strategic Plans, goals, and objectives, when appropriate and present it for approval of the Regional Committee.

- Promote the use of strategic planning at all levels of IEEE R9, namely, maintaining alignment with the strategic plans of the MGA and IEEE.

- Advise the Regional Committee of Region 9 on strategic issues and priorities to consider in relation to the central purposes of IEEE and regional coverage.

- Coordinate the links between the projects, programs and activities of the organizational units and the committees, and the alignment of those activities with the Strategic Plan of Region 9.

- Supervise the implementation of the strategic plan and related initiatives.

- The SPC will establish annual goals specifying various areas in which it will focus.

- Review the strategic plan annually and recommend updates as needed based on changes in the market, community needs, and other factors.

- Evaluate the effectiveness of strategies and measure progress towards objectives and goals.

ii. *Membership.*

The Committee will be made up of:

- Immediate Past Director, who will preside.

- Regional Director Elect

- Past Regional Treasurer

- Two additional members to be appointed by the Regional Director

iii. *Reports.*

- The SPC will present two reports, an initial one before the annual Regional Meeting and another at the end of the year.

iv. *Meetings*

- The Strategic Planning Committee will meet four times a year virtually or, when necessary, at the call of the Committee's Chair. If possible, one of the meetings may be held face to face during the annual Regional Meeting.

v. *Budget*

- There is no budget required for the IEEE Region 9 Strategic Planning Committee.

m. History Committee. R9-HC.

i. *Functions of the R9 History Committee, R9-HC*

- The members of the R9 History Committee shall be all active past Region 9 Directors and the two past R9 NoticIEEEro editors, appointed by the R9 Director. It shall be chaired by a R9 past Director or a past member of the R9-HC, appointed by the R9 Director. The Councils established in the Region may designate a corresponding member to the Committee.

- The Chair of the Committee shall serve as the R9 History Coordinator for the term he/she was appointed and may be re-appointed by the will of the R9 Director.

- The affairs of the Committee shall be communicated to all its members.

- The Committee may make decisions approved by the majority of votes of the Members present in the teleconference or electronic voting.

- The primary function of the R9 History Committee is to collect and curate the historical information relevant to the IEEE and Engineering in Latin America held by past directors and past R9's secretaries, as well as that existing in the Sections and Councils archives, and all other sources of information.

- The Committee shall promote the participation of the geographical units of the Region in the IEEE Global History Network.

- The Committee shall promote and, if necessary, collaborate in promoting relevant Electrical Engineering technical achievements in Latin America to the "IEEE MILESTONES" program.

- All Information regarding Region Operating Units History Region that is recommended to the IEEE Global History Network, must be previously approved by the R9 History Committee.

- The Committee shall make nominations for the IEEE World History's Committee awards, in order to encourage R9 members to carry out activities to preserve the History of IEEE and Electrical Engineering in Latin America.

- The Committee shall work on requesting financial resources for R9 History projects to IEEE History Committee, Life Members Committee, and other sources of support.

- The Committee shall have a budget, approved by the R9 Executive Committee that should be enough to cover its activities and communications expenses.

- The IEEE R9's has established "the yearly best-written contribution to the IEEE History and the professional career award in R9.

- Each year the R9 History Committee shall call for proposals specifying the rules defined by the R9 History committee about a topic for that year.

- The Regional History Committee will receive the proposals in English before December 15 of each year.

- The Regional History Committee shall receive the proposals in English, or in the R9 languages (Spanish or Portuguese) before December 15 of each year.

- The R9 History committee shall select the best three proposals and inform the Regional Director and the R9 Awards Committee Chair, the names of the finalists before January 31. The methodology used for the qualification shall be provided by the history committee, and its conclusions shall be unappealable.

- The R9 Committee shall approve the list of proposals and grant the award.

- The Authors of the 3 awarded proposals, shall receive a certificate and shall have a place in the hall of the awarded members of the R9 Website.

- During the year, the three best proposals shall be published in the R9 Newsletter and shall also be approved for inclusion in the regional pages of the IEEE Global History Network.

- The author of the best proposal shall be highlighted in the R9 publications, considering it to be included in the "Latin American Transactions".

n. Governance Committee. R9-GC

The IEEE R9 Governance Committee shall be responsible to the Region Committee. The Committee shall assist the Region Committee members on governance matters related to the effectiveness and efficiency of IEEE R9. Such matters shall include, but are not limited to, the review of proposed amendments to IEEE's R9 governing documents to assure clarity, consistency, and legal compliance; leadership training and orientation for new Region Committee members; and providing guidance on organizational structure.

i. *Membership*

The IEEE R9 Governance Committee shall consist of up to five voting members, including the IEEE R9 Secretary who shall be Chair, the Immediate Past Secretary, and up to three additional members (preferably Past R9 Directors) who shall be appointed by the Region Director for two-year term with reappointment permissible for a second two-year term.

Members shall have a detailed knowledge of IEEE and its governing documents, operations, vision and strategic direction, and an understanding of best governance practices.

o. Industry Engagement Committee. R9-IEC.

The Committee shall facilitate IEEE industry engagement activities broadly across R9, identify and act on opportunities, gaps, and overlaps across IEEE, launch initiatives, encourage diversity in the industry, and promote IEEE services and benefits that meet the needs of industry, government, and industry professionals of the region.

i. *Functions of the Industry Engagement Committee.*

The functions of the R9 Industry Engagement Committee shall include, but are not limited to:
- Assisting the IEEE R9 Director with its industry outreach activities, and by identifying other events and opportunities for focused interaction supporting engagement and relationship building with industry, government, and industry leaders.
- Monitoring industry-related activities across IEEE R9, identifying opportunities to provide support, coordinating efforts where needed and merging efforts.
- Launching activities with the goal of strengthening R9 efforts aimed at addressing the needs of industry, government, and industry professionals.
- Developing and delivering annual reports for the activities, successes, and challenges of the Committee.

The R9 Industry Engagement Committee shall consist of not more than six voting members, including the Chair and the most recent Past Chair willing to serve, all of whom shall be appointed by the IEEE R9 Director.

Members shall serve two-year staggered terms with reappointment permissible for one additional term. Members of the R9 Industry Engagement Committee shall have knowledge of IEEE's operations, structure, vision, and strategic direction, and recent experience as an industry professional."

p. Humanitarian Activities Committee. R9-HAC.

The Committee shall facilitate IEEE Humanitarian Activities broadly across Region 9, addressing the needs of members and volunteers to be changemakers and create positive impact within their communities through technology.

The Coordinator of the IEEE Region 9 Humanitarian Activities Committee (IEEE R9 HAC) shall be appointed by the Regional Director. Members shall serve for one-year staggered terms with reappointment permissible for one additional term.

The IEEE R9 HAC Coordinator may appoint a Committee of up to 4 (four) members, which shall consist of diverse Region 9 experienced and passionate about humanitarian technology IEEE members, with deep understanding of IEEE's operations, structure, vision, and strategic direction, who will collaborate in the functions described below.

i. *Functions of the Humanitarian Activities Committee.*

The functions of the IEEE Region 9 Humanitarian Activities Committee shall include, but are not limited to:

- Will assist the IEEE Region 9 Director and the IEEE Region 9 Ex-Comm with its humanitarian outreach activities, by identifying events and opportunities for focused interaction, supporting, engagement and relationship building with academia, industry, government, social organizations and civil society.

- Will provide a suite of resources that inspire and enable IEEE Region 9 volunteers to carry out and support impactful humanitarian technology and sustainable development activities at the local level.

- Will serve as an instrument to achieve IEEE Purpose in Region 9: "To foster technological innovation and excellence for the benefit of humanity".

- Will encourage the creation and sustainability of Special Interest Groups of Humanitarian Technologies (SIGHT) Groups at local level

- Will promote the designation of Humanitarian Activities Representatives at Section/Council levels, to promote better understanding and representation in all the IEEE activities across Region 9.

- Will identify opportunities to cooperate with other social organizations, launch humanitarian technology initiatives and projects, encourage diversity and

inclusion within humanitarian activities teams, and promote IEEE services and benefits that meet the needs of members and volunteers of Region 9.

- Will monitor humanitarian technology related activities across IEEE Region 9, identifying opportunities to provide support, coordinating efforts where needed.

- Will mentor and educate SIGHT Groups and volunteers when performing Humanitarian Activities Events or Projects.

- Will promote IEEE HAC/SIGHT global opportunities and funding.

- Will develop annual reports for the activities, success stories, good practices and challenges of IEEE humanitarian activities.

- Will represent Region 9 in activities related to IEEE Humanitarian Activities at global level.

- Will perform specific actions within or outside the Regional Committee when requested by the Region Director, etc.

q. Nominations Committee. R9-NC.

The objective of this committee is to guarantee the continuity of the activities of the Region through an adequate proposal of nominations and recommendations for the different positions of the Region.

The Nominations Committee will consist of the last four three immediate Past Region Directors and two non-past directors who are members or ex-members of the Region Committee, elected by the vote of its members two additional members designated by the Regional Committee who will serve for a term of one year. These two members may be reappointed to serve on the Committee in subsequent years.

The Nominations Committee will be chaired by the Immediate Past Region Director.

The Regional Committee will designate two alternate members, to be available in case any of the positions of the members designated by the Regional Committee become vacant.

i. *Functions of the Nominations Committee, R9-NC.*

- The R9-N&AC will have the function of requesting nominations of potential candidates to hold the position of Region Director-Elect among the members of Region 9 with the degree of Senior Member or Fellow. This call must be made on even years and will be between May and the end of October when the reception of nominations is closed.

- The R9-N&AC will examine the files and documents of the nominees and verify their eligibility and capacities to serve as Region Director if they are elected and

shall recommend a minimum of two and a maximum of three names as potential candidates for Region Director.

- Due to rotational criteria, explicit in the Regional Bylaws and which have always been historically respected, no potential candidates may be presented coming from countries represented by the Region Director-Elect, Region Director and Immediate Past Region Director (speaking of the year in which nominations are made). This practice will be overridden only due to special or circumstantial exceptions in R9.

- The Chair of the R9-NC will inform the Region Director on its recommendations on the Region Director-Elect potential candidates preferably before the end of the call year. The Region Director will then inform the nominees and members of the Regional Committee on the recommendation of the Nominations Committee.

- Potential Candidates, in addition to those on the R9-NC slate, can be nominated no later than ten days prior to the Regional Committee meeting if the signatures of eleven voting members of the Regional Committee accompany the nomination. Biographies and position statements for such potential candidates provided to the Regional Committee shall be from those considered and not selected by the R9-N&AC. Nominations, which shall remain confidential, along with endorsements, shall be submitted to a designee specified by the Region Director who will promptly inform the Regional Committee members of nominees qualifying under this provision.

- The Regional Committee by secret voting during the plenary session, every two years and before March 15 of the odd year, select a slate of a minimum of two and maximum of three candidates, who will be the candidates recommended by the Region 9. The Region Director will inform the IEEE Headquarters before March 15 on the names and related information of these candidates recommended by the R9 Regional Committee.

- The R9-NC will help the Region Director to identify candidates for the positions of regional committee chairs during his/her term.

ii. *R9 Regional Director Elect Approval Process.*

- A quorum shall be a majority of the voting members of the R9 Committee.
- There will be no nominations from the floor during the R9 Committee meeting.
- The R9 Nominations Committee Chair shall present the candidate's background and qualifications to the R9 Committee members.
- Candidates will be asked to conduct a brief presentation about their background, position statement, and to answer questions from the R9 Committee members prior to vote.

- The R9 Director shall appoint no fewer than two no more than three Tellers.

- The candidate selection/approval process shall be conducted by secret ballot. The Tellers shall announce the outcomes of the votes without revealing tallies.

- The R9 Committee members shall define the number of candidates in the slate for the Region Director Elect office, either two or three.

- A simple majority vote of those R9 Committee members voting is required to declare a candidate successful.

- When the approved number of people for the slate is two, and there are three or more candidates, approval plurality voting shall be used. Provided that a simple majority of the issued votes is obtained, the candidate receiving the most votes shall be selected. If none of the candidates receive a majority of the votes, the two candidates with most votes, shall remain in the slate and a subsequent vote shall be taken. If the top two candidates cannot be determined because three or more candidates are tied for first place, an approval vote shall be taken to determine which two candidates remain on the slate. Similarly, if two or more candidates are tied for second place, an approval vote shall be taken to determine which candidate remains on the slate.

- When the approved number of people for the slate is three and there are four or more candidates, approval plurality voting shall be used. Provided that a simple majority of the ballots cast is obtained, the candidate receiving the most votes shall be selected. Should no candidate receive a majority of the ballots cast, the three candidates with the most votes shall be retained on the slate and a subsequent vote shall be taken. If the top three candidates cannot be determined because four or more candidates are tied for first place, an approval vote shall be taken to define which three candidates remain on the slate. Similarly, if three or more candidates are tied for second and third place, an approval vote shall be taken to determine which candidates remain on the slate.

- The R9 Director or his/her designee shall inform the candidates the results of the selection to the candidates, immediately after the selection meeting.

See Appendix I: Process to be followed by the nominations and designations committee.

r. Section Vitality Committee. R9-SVC.

The Region 9 Section Vitality Committee shall boost the vitality of the organizational units serving their members. That means successful operation, timely reporting (officers, meetings, and financials) to receive their rebates, successfully retaining and recruiting members, training new volunteers, and holding elections on time following the MGA Operations Manual. Section Vitality provides focus on a positive member experience at

the local level by making members feel welcomed, recognized, consulted, able to learn & grow professionally, listened to, informed, and known to others.

Functions:

The functions of the Region 9 Section Vitality Committee shall include, but are not limited to:

Assisting the IEEE R9 Director giving the specific support for Organizational Units as Sections, Chapters, Affinity Groups, and Student Branches, to manage some administrative and legal duties that R9 OUs require.
Monitoring the progress of the geographic units in the region in achieving a positive member engagement experience.
Recommending programs, activities, and best practices for sections to consider providing their members.
Representing the needs of Section members by providing feedback to Region ExCom and the MGA Geographic Unit Operations Support Committee (GUOS).

Membership
The R9 Sections Vitality Committee shall consist of not more than five voting members, including the Chair and the most recent Past Chair willing to serve, all of whom shall be appointed by the IEEE R9 Director.
Members shall serve two-year terms with reappointment permissible for one additional term. Members of the R9 Sections Vitality Committee shall have knowledge of IEEE's operations, structure, vision, strategic direction, and electoral process.

s. Finance Committee

The Finance Committee is a standing committee shall consist of the current Region Treasurer, who will chair the committee, the previous Region Treasurer, the Treasurer of the LATAM Transactions, one Section/Council chair appointed by the Region Director, and the following non-voting members - the Region Directors (Director, immediate Past Director, and Elect Director), and the Region Secretary.

The Finance Committee shall:

- be responsible for the preparation of the Region budget.

- supervise the progress of financial affairs in the region and continuously suggest recommendations to the Executive Committee midway through each operational year.

- recommend to the Executive Committee about expenses or funding levels for regular activities and authorization levels for travel expenses.

- evaluate and make recommendations to the Region Director on financial business that he/she consults about.

- evaluate and make recommendations to the Executive Committee on requests for special funds for emergencies, special activities, or non-budgeted events.

- maintain the funds of the Region in the IEEE bank account known as Concentration Banking.

- recommend to the Executive Committee the appropriate levels for general reserve or special reserve regional accounts.

- prepare and keep updated a short- and long-term financial plan consistent with the current Strategic Plan for the operations of the region.

- recommend to the Region Director about funds control mechanisms that he/she deems pertinent to be established in Region 9.

3. The Ad Hoc (Special) Committees.

The Region Director shall implement initiatives on his own or at the request of the R9 Committee, as many Ad-Hoc committees according to the needs of the Region at a specific time and to appoint the volunteer to chair them. The Ad-Hoc committees do not work on matters that belong to the Standing Committees, except under special circumstances of exceptional urgency. Any Ad-Hoc committee shall expire with the term of the Region Director who created it. A new director may at his will, extend the term of an Ad-Hoc committee.

4. Other Appointed Volunteers.

In addition to the Members of the Regional Committee, the Region Director appoints as many officers as he needs to effectively perform its functions. These officers perform functions that require specific knowledge or skills.

a. Sections Congress Coordinator.

The Sections Congress Coordinator shall be appointed by the Region Director and will serve for a term at his will.

i. *Functions of the Sections Congress Coordinator.*

The Coordinator will have the following functions and responsibilities:

- Promote the Sections Congress among the Section chairs so that all send a Primary Delegate.

- Distribute to the Section chairs all the necessary information so that the Primary Delegates can actively participate in the Sections Congress.

- Serve as a liaison between the Region and the Sections Congress Organizing Committee.

- Propose to the Sections Congress Organizing Committee the names of Region 9 volunteers who can collaborate as Track Chairs.

- Propose to the Sections Congress Organizing Committee the names of Region 9 volunteers who can serve as speakers during the congress.

- Coordinate with the Region 9 Executive Committee the procedures to be adopted concerning the participation of the Primary Delegates and speakers of the R9.

- Control and manage the registration of Region 9 participants to the Sections Congress.

b. The Region Assistant Secretary

The Region Assistant Secretary shall be appointed by the Region Director and shall serve for a term at the director's will, that has a maximum of two years. The Region Assistant Secretary shall have the functions of supports the responsibilities of the Regional Secretary, further strengthening management and continuity in the performance of the acting Secretary's responsibilities.

i. Functions of the Region Assistant Secretary

The Region Assistant Secretary shall have the functions of supports the responsibilities of the Regional Secretary. Also, support the preparation all those reports that are required by IEEE or the Region. Assistant Secretary shall be appointed to preferably assume the role of Region Secretary to the next Regional Director (the current Regional Director Elect). In addition, has the following responsibilities:

- Support to the Regional Secretary to Coordinate the Regional Meeting.

- Represents the Region Secretary in the activities entrusted to him.

- The Assistant Secretary shall also act as Corresponding member of the Governance Committee. This means that he does not have a vote in the Committee, but he is part of the entire operation with the objective of learning from it.

- Supports the preparation the Regional Meeting Agenda.

- The Assistant Secretary is part of the Executive Committee as a corresponding member. This means that he does not have a vote in the Committee, but he is part of the entire operation with the objective of learning from it.

c. The Region Assistant Treasurer

The Region Assistant Treasurer will be appointed by the Region Director for a term at the director's will that has a maximum of two years. The Region Assistant Treasurer will work in collaboration with the Region Treasurer to learn the duties and responsibilities of this role, aiming to become the next Region Treasurer upon completion of the term as Assistant.

i. Functions of the Region Assistant Treasurer

The Region Assistant Treasurer is expected to learn the duties and responsibilities and context of the Treasurer prior to assume that position. For this, the Region Assistant Treasurer shall:

- Support the Region Treasurer in elaboration of annual financial reports and audit process.

- Support the elaboration of the Region annual budget.

- Support the Executive Committee in the organization of the Regional Meeting, taking care of aspects that involve finance issues, such as budget, contracts, payments, reimbursement process, etc.

- Attend meetings and trainings in the ambit of the Treasurer function.

- The Region Assistant Treasurer is part of the Executive Committee without vote.

The Region Assistant Treasurer shall also serve as an ex-officio member of the Finance Committee without vote.

5. Members Elected by the IEEE Sections.

a. Council Chairs.

The chairs of Councils are elected by the Members that are part of the Board of Directors and the ExCom of the respective Council. Each Council may have its method of choosing the chairs of the Council which must be described in the Council Bylaws. The term of the appointments of Council chairs shall be one or two years at the discretion of each Council.

i. Functions of the Council Chairs.

- Is the highest-ranking officer within his Council.

- Represent the Council and its Sections in official activities.

- Ensure the proper development of the sections in charge.

- Coordinate regional activities carried out within the Council area.

- Be responsible to the Region Director for the work done by the IEEE entities within the Council.

Currently, there are in the Region 9 the Andean Councils, Brazil, Central America, and Panama (CAPANA), Mexico, and Southern Cone Council.

b. Section Chairs.

The Section Chairs are elected by the members with the degree of Graduate Student Member, Member, Senior Member, or Fellow of each Section recognized by the World IEEE in the countries that make up the Latin American Region.

i. *Functions of Section Chairs.*

- Is the highest-ranking officer within his Section.

- Hold the legal representation of the Section before local government authorities.

- Represent the interests of the members of the Section.

- Prepare an Annual Report of Administrative and Businesses Activities carried out by the Section to be presented to the Regional Committee during the Regional Meeting.

- Perform specific actions within or outside the Regional Committee when requested by the Region Director.

- Inform the Regional Committee and the Region Director, and his/her Council, if one exists, of the achievements or difficulties affecting his/her Section.

- Appoint and supervise the Section Committee Coordinators per the Bylaws approved by the Section.

- Develop Membership in the Section.

- Promote the creation and proper functioning of Technical Chapters.

- Promote the creation, support, and supervise the operation of Student Branches in the territory of the Section.

- Ensure and respond to the proper functioning of the Section and all administrative units that depend on it.

The following Sections and their corresponding councils are currently active in Region 9:

Mexico Council:
- Aguascalientes
- Centro Occidente
- Guadalajara
- Guanajuato
- México
- Monterrey
- Morelos
- Puebla
- Querétaro
- Veracruz

CAPANA Council:
- Costa Rica
- El Salvador
- Guatemala
- Honduras
- Nicaragua
- Panamá

Caribbean Area:
- Puerto Rico and the Caribbean
- Western Puerto Rico
- Trinidad and Tobago
- Dominican Republic

Andean Council:
- Bolivia
- Colombia
- Colombia Caribbean

- Ecuador

- Perú

- Venezuela

Brazil Council:

- Centro Norte Brasil

- South Brazil

- Minas Gerais

- Northeast Brazil (Bahia)

- Río de Janeiro

Southern Cone Council:

- Argentina

- Chile Centro

- Chile Sur

- Paraguay

- Uruguay

Article IV. R9 General Operations

Next, a series of general operations that Region 9 must carry out in order to achieve its objectives efficiently and generating great benefit to its members.

1. Nominations and Elections

The R9 Committee shall receive the proposed slate of candidates for the position R9 Director Elect position, submitted by the Region Nominations Committee. Other candidates can be added as indicated in the AIII.7.i.b section. The R9 Committee in an executive and confidential meeting, shall approve a slate of candidates. By voting during that executive session, the R9 Committee shall reduce the list of candidates to get a slate with a minimum of two and a maximum of three candidates. The slate of candidates shall be made available to the members of Region 9 by means of messages issued from the IEEE Headquarters or other media. The selection of candidates shall be carried out by simple majority voting of the voting members of the R9 Committee.

The Region Directorship has historically been rotated among the countries comprising Region 9. In selecting candidates for election of the Region Director-Elect, the Nominations Committee will

give preference to recommendations of candidates from countries that have not been represented in the direction of the Region or that have not been represented for many years in the direction of the Region.

In order to allow for such rotation, members residing within the countries represented by the current Director-Elect, Director and immediate Past Director shall not be eligible as candidates.

The members of the Regional Committee with the right to vote are the five members of the Executive Committee, all Section Chairs, all Council Chairs, the Region Student Activities Committee (RSAC) Chair, the Region Technical Activities Committee (R9-TAC) Chair, the Region Educational Activities Committee (R9-EAC) Chair, the Region Information Management Committee (R9- IMC) Coordinator, the Region Newsletter Committee (R9-NLC) Editor-in-Chief, the Region Latin American Transactions Committee (R9-LATC) Editor-in-Chief, the Region Awards & Recognition Committee (R9-ARC) Chair, the Region Membership Development Committee (R9-MDC) Chair (Region Director- Elect, ex officio), and a Region Student Representative (RSR) appointed by the Region Director.

The R9 Director Elect shall be elected, by direct vote of the Members of a higher degree resident in the Region, from among those nominated by the Regional Committee and any other nominees through the direct nomination process in accordance with the IEEE Bylaws. His/her period of responsibility shall be two years.

Section Chairs and Council chairs are ex-officio members of the R9 Committee.

Appendix I. Information on the process to select candidates for Region Director.

2. Meetings

The various entities within the R9 Committee shall hold periodic meetings that shall be classified as ordinary. In addition to these meetings, extraordinary meetings shall be held in which a specific issue of greater relevance shall be discussed. These specific issues of greater relevance can also be dealt with in ordinary meetings in timeshare with other matters when urgent conditions permit.

a. R9 Executive Committee Meetings.

The Executive Committee shall meet as many times as the R9 Director deems necessary, but never less than twice a year. These shall be held in the period of September / October and concurrently with the R9 meeting.

The Region Director shall chair the meetings. Under exceptional circumstances, he/she shall delegate the chair position for a short period of time to the member of his/her Executive Committee who has more knowledge of the matters under discussion at the time of his delegation of authority.

The R9 Director shall regain the Chair position as soon as the matter in discussion is finished, or having been out of the meeting, when the matter in discussion is finished at the time of his return.

b. R9 Meetings

It shall be mandatory to gather the R9 Committee in full at least once a year, in the period of February / March / April, which shall be the annual ordinary meeting. In years in which the candidates for Region Director are selected, which are the odd years, the Regional Meeting shall be held before March 15. This meeting shall be attended by all members of the R9 Committee with the right to vote and all other coordinators and Chairs that the R9 Director invites and authorizes, subject to the availability of funds designated for that purpose in the R9 Budget.

The R9 Director shall chair the R9 Meetings and conduct them using the Robert Rules of Order. Under exceptional circumstances, he shall delegate the Chair position for a short period of time to one member of his/her Executive Committee or a R9 Committee member who has greater knowledge of the matters under discussion at the time of R9 Director delegation of authority.

The Region Director shall regain the Chair position of the R9 meeting as soon as the matter in discussion is finished, or having been out of the meeting, when the matter in discussion is finished.

In the R9 meetings, special importance shall be given to the exchange of ideas, to the solution of the general problems faced by the Region and its members, to education about the IEEE and its services, to the development of initiatives to improve the service to members and to leadership development.

c. R9's Committees Meetings to Region level.

The meetings of the different committees at the level of Region 9 shall be held only, with the exception of duly justified exception and approved by the Region Director, during the periods designated for that purpose during the R9 Meetings. After a R9 meeting, the pending issues shall be discussed by the committees informing their members by electronic communication.

Article V. Regional Finance.

The R9's finances shall be managed wisely and frugally in order to attain the greatest institutional benefit from their limited resources. For these purposes, general guidelines for the financing of operations shall be followed.

1. Guidelines for reimbursement of travel expenses

The IEEE Travel and Expense Reimbursement Guidelines are intended to facilitate volunteers required travel, while maintaining Region finance healthy. The budget of Region 9 includes funds for expenses incurred when attending various meetings representing the Region. These funds are limited and shall be used only when it is vital that a member of Region 9, attends a meeting and there is no other way to reimburse their expenses.
Because of this, members are encouraged to request support from their employers or sections so that they provide all or part of the expected expenses.

These are a list of steps that volunteers need to follow before proceeding with making travel expense, and other steps to request the expense reimbursement.

a. Pre-authorization of travel expenses
The amount of the expenses to be reimbursed must be requested from the R9 Director prior to its realization with not less than thirty (30) days in advance, with duly justified exceptions. Moderation criteria shall be exercised in this pre-authorization process.

b. R9 Director Notification
It shall be the responsibility of the Region 9 Director to notify his/her decision, in writing or electronic communication, to the petitioner and to the Region Treasurer about the authorization of travel expenses at least twenty (20) days before the beginning of the activity.

c. Requirement to authorize a budget.
Any authorization of expenses shall be subject to the availability of those funds in the budget when requesting it and those funds shall be consigned to the Region 9 Treasurer for that already authorized expense.

d. Use of official forms
Requests for reimbursement of travel expenses shall be to the Region Treasurer following the "Expense Reimbursement Guidelines for IEEE Volunteers" document, no later than 60 days after the trip is completed. All expenses must be evidenced by original invoices paid or receipts that identify the expense. All expense reports processed will be reimbursed electronically.

Alternatively, volunteers may use Section Custody Accounts for reimbursements. This must be previously asked to the Regional Director and FinCom.

e. Expense Report Payment Schedule

The approval flow for expense is following:

      i. R9 Treasurer
      ii. R9 Director
      iii. IEEE Staff
      iv. SAP Concur Audit Service (validates receipts match expenses, while ensuring tax and regulatory compliance).

After all approval requirements have been satisfied and the expense report has been fully audited, payment will be initiated.

f. Refund Limitations

Travel reimbursements shall be made based on the cheapest airfare on the most direct route between the member's residence and the location of the meeting. In any case where available, the economy class shall be used as a basis.

g. Private car trips

It shall be reimbursed on the basis of the prevailing rate for such reimbursements for similar use per mile traveled or per kilometer traveled (1 mile = 1.6 km) considering the rules of the IEEE Headquarters. The expense should not exceed the cost of flight ticket if it were available at a practical level. Taxi use shall be accepted only when there is no practical alternative and shall be reimbursed by submitting receipts.

h. Rental cars

Car rental shall require the prior approval of the R9 Director or the R9 Treasurer, according to the policy established by the R9 Director.

i. Local expenses

Accommodation, meals, and local transportation expenses shall be reimbursed at actual costs. It shall be necessary to present invoices. The magnitude of the reimbursement for food expenses shall be established by the Executive Committee, who shall adjust it when necessary. The expenses for laundry, valet service, tourism, entertainment, etc. will not be refunded.

2. Attendance at Official R9 Meetings.

To receive reimbursement of expenses for attending a Regional Committee Meeting, attendees must be members of the Regional Committee.

    a. Representation ineligibility.

        Members of the Executive Committee, Council Chairs and Committee Coordinators shall not ask other to attend the meeting on his/her behalf in case they cannot attend.

    b. Delegation of Representation.

        The Section Chair, if unable to attend, may appoint an alternate representative who shall have the right to vote, with the prior agreement of the Region Director. The representative MUST be a member of the Section Board. The Chair-Elect or Vice-Chair will be considered first.

    3. Other meetings at the MGA level.

All travel expenses of Committee Coordinators or Student Representatives to meetings of their committee or MGA committees must be approved by the Region Director subject to the availability of funds in the R9 budget for that purpose.

    4. Other Expenses.

Volunteers in Region 9 may incur other expenses that are not travel as long as they adhere to the restrictions that are in force by the Executive Committee and in accordance with its guidelines.

    a. Budgeted Expenses.

All other expenses, which do not correspond to travel expenses, as funding initiatives or projects, shall be reimbursed only when it has been budgeted for the particular year and pre-approved in that budget.

    b. Budget requests.

For initiative or projects, volunteers should prepare a budget completing a **Template for Budget Request** (Appendix 1). The budget needs to be sent at least 30 days before the approval of the annual budget at the Regional Meeting (October), allowing sufficient time for the evaluation of the requests by the R9 FinCom.

c. Expense evaluation

The R9 FinCom should meet to evaluate the requests received by time and to decide on which of them will compose the preliminary budget.

i. The evaluation will consider the guidelines and policies of IEEE. It will be included in the preliminary budget those requests that present a better overall performance considering all criteria.

ii. At this phase, the R9 FinCom may require an additional information and/or slightly modifications in the original requests.

- Note that the revised version must not change characteristics of the proposal that were considered in the evaluation.

d. Notification to volunteers

Volunteers will be notified about the Region 9 decision no more than 30 days after they presented their initiatives or projects. All initiatives or projects approved will be include on the Budget to present to the Regional Committee.

e. Exceptional Circumstances Expenses

Any expenses incurred under exceptional circumstances, which were not included in the current year's budget, need to be approved by the Region Director through adjustments to the budget of other items, to be approved by the Executive Committee.

5. Concentration Banking.

The bank accounts of Region 9 shall be maintained as part of the Concentration Banking of the IEEE.

a. Authorized signatures.

In order to ensure that the accounts of the region in Concentration Banking cannot be removed from the protection of R9, there shall be three authorized persons to carry out bank transactions on behalf of Region 9 and a minimum of two signatures of the three authorized to carry out bank withdrawal transactions in excess of $ 1,000.00 US.

b. Signature required by IEEE worldwide.

The signature of the Director of Financial Services of IEEE, or its delegate, shall be the third of the firms authorized to carry out transactions in all the bank accounts of Region 9.

6. Financial Investment Accounts.

Region 9 may maintain, upon authorization of the Regional Committee and on the recommendation of the Regional Finance Committee, capital investment accounts with money from operational economies, or with money acquired for that purpose, in the IEEE Investment Fund, in order to finance future projects.

Article VI. Regulatory Priority.

Any regulation, rule, or procedure of the IEEE, established at higher levels of R9, shall overrule any rule or procedure established in this Operations Manual that might be in conflict. This Manual shall be amended and shall be deemed amended in that part of the circumstance.

The fact that there is a rule or procedure in conflict with this document at hierarchy levels above the regional level shall not invalidate the rest of the rules contained and indicated in this Manual of Operations and Procedures of Region 9.

The Councils, Sections and other entities within the jurisdiction of Region 9 shall adjust their internal regulations ("bylaws") so that they are not in conflict with the rules established by the IEEE and at the Region 9 level, indicated in this Operation Manual.

Article VII. Interaction with Technical Societies.

The IEEE Technical Societies constitute the second dimension of IEEE, in contrast to the geographic dimension of student regions, areas, councils, sections and branches. In the Societies, the content activity of the institution is carried out and the services of professional, scientific, and technological dissemination are provided to the members. It is imperative that as a region we support the technical societies because doing so R9 supports, the achievement of our IEEE mission.

1. Activities of Technical Chapters in R9.

The Technical Chapters and their activities are core of the Sections in their efforts to serve their members. A Section without Technical Chapters has greater difficulty in providing to its members with all the services and benefits provided by IEEE; For this reason, the R9 Committee shall stimulate the creation of these chapters in all its Sections and provide them with all the support available to them in their programs.

2. Technical Chapters Governance.

The Technical Chapters in R9 shall have a minimum of four (4) officers, namely a chair, a vice chair, a secretary, and a treasurer. These officers shall have the responsibility of organizing and conducting technical activities for its members and in close coordination with the Section to which they belong.

3. The Technical Meetings.

The chapters shall hold technical meetings, seminars and workshops, membership promotion activities, award prizes and awards and maintain a continuous link with your Section.

4. Support to technical management.

The R9 Coordinator of Technical Activities shall stimulate the coordination of Distinguished Lecturer Tours, where chapters of several adjacent Sections can be benefited by sharing the cost of bringing the speaker among them, substantially reducing the cost per unit.

a. Economic support.

The Regional Budget is very limited, so the Region cannot provide substantial financial support for technical activities at the Chapter level. The Chapters shall make use of the contacts in each Section to obtain without cost the use of company premises, university facilities and / or professional organizations within their territory. This way they can make effective use of their operational funds.

b. Human Resources.

To get speakers for conferences, workshops and seminars, the Chapters shall use visitors who come to their country to promote technological products, university teaching staff and the list of distinguished speakers in the region.

Some IEEE Technical Societies have a list of distinguished lecturers worldwide and are willing to send them to visit their Chapters, free of charge or at reduced cost. These Technical Tours can be managed directly by the Chapters with the Companies; these already have a list of speakers and conferences that are listed on the web portals of each company.

c. Coordinated Organization.

The organization of complex technical activities can take about a year for a successful realization. The technical activities have the potential to become an important source of income for the Section or Chapter when attendees are paying a registration fee. The IEEE Reimbursement mechanism ("rebates") includes special payments for performing technical activities.

Region 9 requires that all Technical Activity carried out by its Technical Chapters be announced and available through the cost-sharing process to all members of each Section and to those neighbor Sections. The use of posters or the Sections' newsletters are recommended for these announcements, doing it in advance in order to establish participants commitment and budget them accordingly. It is encouraged to extend this principle to the Student Branches.

Article VIII. IEEE Code of Ethics

We, the members of the IEEE, in recognition of the importance of our technologies in affecting the quality of life throughout the world, and in accepting a personal obligation to our profession, its members, and the communities we serve, do hereby commit ourselves to the highest ethical and professional conduct and agree:

1. to accept responsibility in making decisions consistent with the safety, health, and welfare of the public, and to disclose promptly factors that might endanger the public or the environment.
2. to avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist.
3. to be honest and realistic in stating claims or estimates based on available data.
4. to reject bribery in all its forms.
5. to improve the understanding of technology, its appropriate application, and
6. potential consequences.
7. to maintain and improve our technical competence and to undertake technological tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations.
8. to seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors, and to credit properly the contributions of others.
9. to treat fairly all persons regardless of such factors as race, religion, gender, disability, age, or national origin.
10. to avoid injuring others, their property, reputation, or employment by false or malicious action.
11. to assist colleagues and co-workers in their professional development and to support them in following this code of ethics.

Approved by the IEEE Board of Directors February 2006

Article IX. Amendments

This Operations Manual shall be reviewed, when necessary, by a Special Committee to be appointed by the acting Region Director. Copies of the updated Manual, duly dated, shall be circulated to all members of the Regional Committee, and shall be made available to all IEEE members on the IEEE Region 9 WEB portal.

Any revision to this Manual shall require the approval by a two-thirds majority (supermajority) of the Regional Committee, either at the Regional Meeting or by electronic consultation.

Any proposal for revision should be circulated to all members of the Regional Committee with the right to vote at least ten days before voting opens. In the case of electronic consultation, voting shall be opened for ten days or more, depending on the complexity of the proposed changes, in the opinion of the Region Director.

Appendices

1. ## Appendix A: Guidelines for the IEEE Region 9 Eminent Engineer Award.

Nominations, and all the supporting documentation, shall be submitted through the electronic system which shall be informed by Region 9 Awards and Recognitions Committee. The deadline for submission is January 5.
The required information can be previewed in the following reference sheet:
http://www.ewh.ieee.org/reg/9/premios/ingeniero_eminente_nominacion.pd
f The prize shall be awarded by the Regional Committee.

1. **Applicant Requirements**

IEEE members with a "Senior" degree or higher, with a minimum IEEE membership of 5 years, may be nominated by the R9 Regional Committee, Councils, or Sections.

The proposed Member must have a minimum of twenty (20) years of professional practice with a relevant performance in such a way as to undoubtedly merit being nominated for IEEE "Fellow" candidate.

2. **Documentation to be submitted by applicants.**

As well as information related to the contributions and technical accomplishments of the nominee, the Councils or Sections that present candidates for this award will be required to provide the following documentation: a detailed resume of the candidate's professional practice, photocopy of the professional graduation title or reliable documentation thereof, certificate of IEEE membership, a cover letter from public or private organizations that can certify the merits it holds and a recent photograph.

The following documentation should also be provided: reference letters from five (5) and not more than eight (8) "Fellows" or "Senior Members" of the IEEE; endorsement of at least three (3) individuals or organizations including the IEEE Section, Chapter, Committees, or other non-IEEE related organizations.

The nomination must be presented by the chair of the Council or Section that postulates it, stating in it the approval of the Executive Committee.

3. Evaluation Committee

The committee that shall evaluate the proposals shall be made up of five (5) former Region Directors, appointed by the Region Director. The appointment shall be for a period of one (1) year. The committee chair shall be the Past Director who has held that position first. There may be no more than two committee members of the same country.

The Committee must be appointed prior to receiving the nominations for that year. No member of the committee may be nominated for the award during the period of his/her appointment. The Committee shall proceed with the evaluation of the candidates and shall send its recommendations to the Awards and Recognition Committee Regional Chair, who shall present them in the plenary session of the Regional Meeting for approval. Voting members at the Regional Meeting shall determine by majority voting which candidates deserve the title of IEEE Region 9 Eminent Engineer Award

The discussion and the conclusions reached by the committee shall be secret and final.

4. Awardee Selection

Sections or Councils that nominate candidates shall be responsible to present their proposals to the chair of the Awards and Recognition Committee before January ~~20~~ 5.

After receiving the submitted documentation, the members of the established Evaluation Committee shall evaluate the proposals, discuss them, and send their recommendations to the chair of the Evaluation Committee, who shall make the final recommendation to the Regional Awards and Recognition Committee Chair. Committee members shall have until January 30 to give their recommendations.

Those applications that received the approval of three (3) or more members of the Evaluation Committee shall be submitted to the Regional Committee for approval or rejection. Any candidate who does not receive a minimum of three (3) votes from the evaluation committee members shall be rejected and his/her name shall not be presented to the plenary session of the Regional Meeting.

5. Prize

The award will consist of a plaque showing the award and recipient names. The plaque shall be prepared by the R9-ARC chair and be signed by the Region Director and the chair of the Region Awards and Recognitions Chair Promotion.

The names of the awardees shall be published in the regional newspaper and in regional social media. The approved candidates for the IEEE Region 9 Eminent Engineer Award may be nominated for "Fellow", with the support of the region.

2. Appendix B: Guidelines for the IEEE Region 9 "Oscar C. Fernández" Outstanding Volunteer Award.

Nominations, and all the supporting documentation, shall be submitted through the electronic system which shall be informed by Region 9 Awards and Recognitions Committee. The deadline for submission is January 5.

The required information can be previewed in the following reference sheet:
http://www.ewh.ieee.org/reg/9/premios/voluntario_sobresaliente_nominacion.pdf

The award shall be presented by the Region Director or whoever he designates in an appropriate ceremony.

1. **Name**

The Prize consists of a plaque that shall be awarded each year if there are sufficiently qualified candidates. It shall be recognized as IEEE Region 9 "Oscar C. Fernández" Outstanding Volunteer Award

2. **Nomination Requirements**

a.   Member of the IEEE at the time the prize is awarded.
b.   The candidate's contribution must have resulted in a real benefit to the Section. The candidate must have been active in the Section for at least five (5) years and cannot be its current Chair.
c.   The candidate did not receive any remuneration, except for cost reimbursements.
d.   The Region Director and the Chair of the Regional Awards Committee are not eligible.

3. **Nominations**

The nomination:

a.   Must be made by a Member of the Section and be supported by another Member of the Section. Both members must know the work of the candidate first hand.
b.   Must be approved by the Section Executive Committee and signed by the Section Chair, who may also be the nomination proponent or endorser.
c.   Must be made through the submission system, which shall be informed by the Regional Awards and Recognitions Committee.
d.   Will detail the candidate's contribution(s) clearly and objectively and substantiate why it is considered outstanding.
e.   Must be submitted no later than January 5.

4. **Evaluation Criteria**

The Evaluation Committee shall be composed of the Region Director, the Awards and Recognition Committee Chair, a Past Director, and two winners of the Outstanding Volunteer Award, preferably the last recipients of the award.

The Evaluation Committee shall take into account the following topics when evaluating the candidates for the award:

a.   Activity period in the Section (it is not necessary that the candidate is volunteering in the Section at the nomination time).

b.   Introduction of new ideas, methods, and programs for the benefit of the Section.

c.   Administrative ability, with objective results or examples of it.

d.   Support for the work of the other volunteers, teamwork.

e.   Promotion of IEEE, Region 9, or Section goals.

5.   Award Selection

The Evaluation Committee shall select the candidate who best meets the conditions listed. Its decision shall be final.

6.   Schedule

Proposals for candidates must be submitted before January 5 of each year. The name of the ~~prize~~ awardee shall be announced at the Regional Meeting.

7.   Promotion

The names of the professionals who have been awarded shall be published in the Regional Newspaper "NoticIEEEro"and regional social media.

3.   Appendix C: Guidelines for the IEEE Region 9 Best Achievement of the Year Award

To participate, the Section must submit electronically, until January 5, a proposal to the Awards and Recognitions Regional Committee, through the system which shall be informed by Region 9 Awards and Recognitions Committee, consisting of a text version of no more than 100 words, in the format specified by the Committee, which describes the Section's Best Achievement of the Year and the Major Difficulty of the Year, in addition to a version in 10 or fewer sheets, prepared in PowerPoint.

 The Regional Awards and Recognitions Committee will make a pre-evaluation of the nominations for compliance with the award requirements and define those that will be presented before the Regional Committee meeting in a plenary session. Proposals will only be accepted for activities carried out and completed in the administrative year that has ended. Each exhibition before the full Regional Committee will have a presentation time limit of 5 minutes.

 Selection criteria

The following aspects and activities form the basic criteria in selecting the Best Achievement and will be evaluated by all Regional Committee Members, except for the other candidates:

1.   Originality and Creativity

Originality and creativity refer to the uniqueness or novelty of the idea and the special strategies that were used to overcome the obstacles that the achievement of the activity faced.

2. Benefits to the IEEE Section

Benefits are tangible benefits, such as increases in membership, strengthening of the financial situation, development of competencies, education, or training for Section Members or attending Student Members, improvement of the public image of the Section, etc.

3. Benefits to Society

Similar to the previous one but applied to people not directly related to the IEEE.

4. Applicability to other Sections

It is intended to separate those activities that are carried out thanks to the very particular advantages of a Section, from those that could be emulated by any Section that does not have significant limitations.
The evaluations will be carried out using a special format to be distributed by the members of the Regional Awards and Recognition Committee to the Regional Committee Assembly, where each member of the Regional Committee shall assign to each presentation a score of between five points, for the best in each category, ~~up to~~ and <u>one</u> ~~a~~ point, to the poorest in the category. The candidate that obtains the highest score by adding all the evaluations will receive the award, and the second and third places in punctuation will be recognized. Incomplete evaluations will be removed from the sum.

This Award was approved by the R9 Regional Committee through the electronic voting process of its members in November 2000 and was first used in RR 2001 in Foz de Iguazú, Brazil.

5. Forms and Regulations

The award consists of a certificate signed by Region 9 Director and Region 9 Awards and Recognitions Committee Chair.

To know the rules of the award, visit the following site:
http://www.ewh.ieee.org/reg/9/premios/mejor_logro_reglamento.pdf

4. Appendix D: Guidelines for IEEE Region 9 Outstanding Student and Young Professional Activities Supporter Award.

1. Award Name

IEEE Regional Outstanding Student and Young Professional Activities Supporter Award (previously IEEE Theodore W. Hissey Award), for contributions to student and YP activities in the Latin American Region of the IEEE

2. Objective of the Award:

"To recognize those members and volunteers whose support for Student Activities or Young Professionals committees has resulted in a significant impact on the educational objectives of the IEEE."

3. Frequency and number of awards per year

The award is presented annually and up to three prizes may be awarded per year.

4. Who can nominate?

Nominations <u>can</u> be made by any member; however, it is recommended to be endorsed by the Section chair. Nominations, and all the supporting documentation, shall be submitted through the electronic system which shall be informed by Region 9 Awards and Recognitions Committee. The deadline for submission is January 5.

5. Who can be nominated?

Members with GSM grade or higher, with outstanding support in student activities and Young Professionals in the Region. The award is oriented to members and therefore institutions and universities cannot be nominated.

6. Award

Recipients will receive a plaque.

7. Selection Committee

The Selection Committee will be formed by the Region Director, the Student Activities Chair, the YP Chair, the Awards and Recognitions Chair, the Student Representative of R9, and 3 past recipients of this category.

8. Procedure and Calendar

Nominations will be received until January 5.

The Selection Committee will have their verdict no later than January 30 and will make the proposal in the plenary session of the Regional Meeting, who will vote to ratify the proposal.

9. Forms and Regulations

The required information can be previewed in the following reference sheet: http://www.ewh.ieee.org/reg/9/premios/hissey_nominacion.pdf

5. Appendix E: Guidelines for IEEE Region 9 Meritorious Service Award

1. Description:

The IEEE Region 9 Meritorious Service Award: is intended to recognize members of Region 9 who through their professional and technical abilities have made outstanding and noteworthy contributions to the Institute, their communities, fellow professionals, and fellow men. The award is not designed to recognize a single achievement, but rather collective contributions complemented by singular work exemplifying the objectives and attributes of IEEE. The award will be presented annually by the evaluation of nominations submitted in accordance with the award criteria and procedures.

2. Eligibility:

1. Nominee(s) shall have been an IEEE, Associate, or higher grade, in Region 9 for a period of at least three (3) years preceding the year of award consideration.
2. Current Regional officers, Director, Director-Elect, and members of the Awards Committee are not eligible.
3. Nominees of outstanding caliber shall be eligible regardless of membership grade (Associate or above) or have received a similar award in another region.

3. Criteria for consideration:

1. Service contributions to IEEE, including all offices held.
2. Significant IEEE activities.
3. Non-IEEE activities.
4. Service to society, including civic organizations and charities.

4. Award presentation:

- The Award shall consist of a recognition plaque.
- The presentation of the award shall be made at a prominent event or award ceremony.

5. Nomination procedure:

A nominator who must be a member (Member grade or above) of IEEE Region 9, shall submit the nomination through the system which shall be informed by Region 9 Awards and Recognitions Committee.
1. Nominations shall be submitted to the Region 9 Awards and Recognition Committee by January 5 and shall be accompanied by two endorsements attesting to personal knowledge of the nominee's accomplishments, at least one of which shall be from an IEEE member (Member grade or above).

2. The recipient will be selected by the Region 9 Awards and Recognition Subcommittee formed for Regional Director, Regional Director-Elect, Awards & Recognition Committee Chair, and two Past Directors appointed by the Regional Director.

6. Evaluation procedure:

An evaluation methodology used by the Awards and Recognitions Subcommittee shall permit weighting the level of each of the evaluated elements separately. The evaluation system will be decided beforehand by the members of this subcommittee.

7. Required Information

The required information can be previewed in the following reference sheet:
http://www.ewh.ieee.org/reg/9/premios/servicio_meritorio_nominacion.pdf

6. Appendix F: Guidelines for IEEE Region 9 Discretional Award

1. Description
Many of our volunteers in the Region perform volunteers' duties in their Sections, at the regional level and even at the IEEE world level and there is not a quick way to recognize such contributions other than participation in major awards or contests.
The intent of the IEEE Region 9 Discretional Award is to provide the Region Director a way to recognize volunteers' outstanding contributions to the region, sections, and IEEE.
2. Criteria
The recognition will be defined by the Region Director based on the accomplishments and contributions of the volunteers. Recommendations from Section officers will be accepted, but it will be the Region Director's decision to award the recognition.
3. The award
The Award will consist of a paper certificate with IEEE and Region 9 Logos signed by the Region director and stating the reason for the recognition. A maximum of 3 recognitions could be awarded annually and can be presented at any time during the year.
4. Eligibility
All Region 9 members in good standing are eligible.
A member should not be recognized more than two times in a 5-year period.
5. Award Presentation
When possible, the recognition will be presented at a major Region or Section event.

7. Appendix G: Guidelines for IEEE Region 9 Outstanding Section Award.

1. Introduction

The IEEE Region 9 Outstanding Section Award is established to recognize the excellent performance of Region 9 Sections and is presented annually.

The award is for the outstanding success of a Section in fulfilling its goals - per IEEE policy - by organizing technical, professional, and geographic activities for the benefit of its members and by maintaining, enhancing, and supporting the Student Branches, Chapters, and Affinity Groups within its geographic boundaries.

2. Award Presentation

This Award will be presented at a major Region event.

3. Eligibility

    a) All Region 9 Sections in good standing are eligible and can apply for the award.

    b) No Section may receive two IEEE Region 9 Outstanding Section Awards within three years.

4. Nominations

Nominations must be submitted through the system which shall be informed by Region 9 Awards and Recognitions Committee. The deadline for submission is the third Friday of February.

    a)

    b) A statement must be included in the nomination that identifies the specific activities performed by the Section that qualify it to be an Outstanding Section in Region 9.

    c) The nomination form must be completed by a nominator, officer of the Section, familiar with the work of the Section.

    d) The nominated Section must have fulfilled all of the IEEE reporting requirements on time.

5. Criteria

The following aspects and activities are considered in the selection of the Outstanding Section and should be part of the nomination documents:

- The completed nomination form for the IEEE Region 9 Outstanding Section Award must be submitted before the deadline.

- Section submission of financial, officers, and meeting reports is a necessary condition for award nomination.

- Data concerning member retention of the Section.

- Data about the number of Student Branches relative to the number of technical universities within the Section's geographic boundaries.

- Report concerning the activities of YP / WIE / Life Members Affinity Groups, etc. within the Section, or the plans for their formation.

- Report about Student Branches activities (e.g., Student paper contest, recruitment of Student members, etc.).

- Report about technical and professional activities, (e.g. professional meetings, continuing educational activities, conferences, workshops, chapters' technical meetings, use of IEEE distinguished lecturers Program, etc.).

- Report about activities related to membership development within the Section.

- Report concerning means of communications with Section members, including the frequency of newsletter issues, e-mail newsletters, regular updating of Section, Chapters, and Student Branches Web pages.

- Community projects and services that increase public visibility of IEEE.

6. **Other criteria used for the selection of the Outstanding Section:**

- Relationship of Section to National Societies, other non-IEEE organizations, and industry.

- Conferences sponsored by the Section.

- Public events held by the Section to help improve the visibility of IEEE and its members.

- Activities performed in the Section on behalf of society and the engineering profession.

7. **Selection and award process:**

- IEEE Region 9 Outstanding Section Award will be presented annually.

- Recipients will be selected by the Region 9 Awards and Recognition Committee formed by Regional Director, Regional Director-Elect, Awards & Recognition Chair, and two Past Directors appointed by the Regional Director.

- Nominees and recipients will be notified.

- Recipients will receive an inscribed plaque.

- Region 9 Director will present the award at an appropriate event to the Section Chair.

8. **Timetable**

Call for Nominations 30 November
Nomination Deadline third Friday of February
Announcement of the Awards will be made at the following Region 9 Meeting.

9. **Nomination Forms**

The required information can be previewed in the following reference sheet:
http://www.ewh.ieee.org/reg/9/premios/seccion_sobresaliente_nominacion.pdf

8. Appendix H: IEEE Region 9 Best Contribution to the IEEE Latin America History Award.

The best contribution to the History of IEEE in R9 Award is given annually to promote, recognize and support contributions to the History of IEEE from members within IEEE Region 9. This award recognizes the value of written contributions (up to three) to the History of the IEEE in Region 9. The recipient of this award is presented with a plaque in an appropriate ceremony.

Scope

Up to three awards will be presented annually.

Administration

Region 9 ARC will be responsible for administering this award.

Eligibility

- The nominee(s) must be an IEEE Member in Region 9 at the time of the nomination deadline.
- The nominee(s) cannot be the current Region 9 Director or Director-Elect.
- The nominee(s) cannot be a member of the Region 9 ARC.
- The nominee(s) can only be considered for only one Region 9 award category in a given year.
- The written contributions can be either in English, or in the R9 languages (Spanish or Portuguese)

Award Instrument

The award recipient(s) will be presented with a plaque during R9 meeting following the

approval of the Award.

Nominee Solicitation

The entire Region 9 awards program is described on the Region 9 webpage, including the Region 9 ARC manual. All IEEE members(of any grade) in Region 9 are emailed three, two, and one month(s) before the nomination deadline, at a minimum, with the descriptions of all of the awards and the deadline. Region 9 Section chairs are notified of all awards and encouraged to solicit nominations within their Sections. The Region 9 ExCom is notified of all Region 9 ARC updates at the monthly meetings. Region 9 ARC members are from different Areas within the Region and will reach out to their Areas for nominations as well. Finally, the Region newsletter contains the nomination deadline for all Region 9 awards and other pertinent information.

Award Committee

The Committee that will evaluate the proposals will be made up of five (5) Former Regional Directors, appointed by the current Regional Director.

The appointment shall be for a period of one (1) year. The presidency shall be vested in the former Director who first held that office. There may be no more than two members per

country on this committee.

The Committee shall be appointed prior to receiving that year's nominations. No member of the committee will be eligible to be nominated for the award.

The Committee will proceed with the evaluation of the candidates and will send its recommendations to the president of the Regional Committee of Awards and Recognitions, who must present the proposals approved by the committee, to the plenary of the Regional Meeting where these recommendations will be voted. A majority of the voting members at the Regional Meeting will determine which candidates deserve the Award. The study and the conclusions reached by the committee will be secret and unappealable.

Selection

The applications are reviewed and scored on the Region 9 awards portal (currently OpenWater) by the ARC. In addition to the eligibility requirements described above, the criteria for judging is based on:

- Intrinsic Value of the contribution
- How the contribution enhance the knowledge of the History of the IEEE Region 9
- Service, education, innovation, entrepreneurship or in furthering the goals of the IEEE Education Activities in organizations other than IEEE
- Service, education, innovation, entrepreneurship or in furthering the goals of the IEEE Education Activitiesin the community.

Presentation

The preferred location for the award presentation is at the March IEEE Region 9 Regional meeting. This usually occursin March each year. In unforeseen circumstances when the conference does not occur, such as pandemics, the plaque will be shipped to the award recipient or to his or her Section leadership according to the recipient's preference. The award recipient will be invited to the next conference to be publicly recognized.

Publicity

The award recipient(s) will be recognized in the next Region 9 newsletter to be published after the IEEE Region 9 March Regional meeting and will also be published in Region 9 History Website and the NoticIEEEro.

9. Appendix I: Process to be followed by the Nominations Committee.

1. Call for Region Director
To: Members of the Latin American Regional Committee
From: Region Nominations Committee,
Subject: Presentation of pre-candidates for Director-Elect 20XX + 1 / XX + 2 (every two years)
* PLEASE RESPOND BEFORE OCTOBER 15, 20XX-1
- -
On behalf of the Nominations Committee, I am pleased to announce that we are beginning the pre-selection stage of candidates for the position of Director-Elect 20XX + 1 / 20XX + 2 and subsequently Region Director 20XX + 3 / 20XX + 4 of the Latin American Region of the IEEE.
Before October 15, 20XX-1, the Nominations Committee will examine the proposals received and will make its recommendation of the pre-candidates to the Regional Committee, for approval and selection of candidates for the 20XX elections, at the next Regional Meeting on 20XX.
The Region Nominations Committee will be comprised of the three most recent past Region Directors as well as two additional, non-director members appointed by the Regional Committee.

Candidates must be of Senior Member degree or higher and it is logically required that they have had experience in regional activities, either through their participation in this regional committee or as a Section or committee chair. They have to have an idea of what the IEEE is beyond the limits of a Section.

Considering also that they represent Latin America, they must know how to relate and act both in the Member and Geographic Activities Board (MGA) and in the Board of Directors (BOD), that they know how to express their ideas naturally, in the English language.

The vocation for this service is not enough, and it is also required to have time to dedicate to selflessly serve the Membership.

GREAT doses of enthusiasm, leadership, and creativity are fundamentally necessary.

Due to rotational criteria, explicit in the Regional Bylaws and which have always been historically respected, members residing within the countries represented by the current Director-Elect, Director, and Past Director shall not be eligible as candidates.

After completion of the term of service as Region 9 Director, individuals shall be ineligible to serve a second full term.

The chosen person will serve for two (2) years as Director-Elect, during 20XX + 1 and 20XX + 2 and, after completing this period, will serve two years (2) as Region Director, 20XX + 3 and 20XX + 4 . Finally, another two more years, as Past Director.

2. Process

The following process will be used by the Nominations Committee to prepare the list of candidates.

2.1.   Any member of R9 and preferably a voluntary member of the Regional Committee may propose candidates for Region Director and must fill out the attached appointment form. You should report the candidate's qualifications and desire to serve, in addition to a brief biography.

2.2.   The recommendations must be received by the Nominations Committee before October 15 of the year prior to the elections, by E-mail or at the following address:
        E-mail: Past Region Director
        And Postal address and telephone numbers.

2.3.   Once the proposals have been received, each candidate will be asked by the Nominations Committee for a biography, a statement of plans and programs for the performance of the position, and a letter confirming the desire to serve.

2.4.   Once all the information has been received, the Nominations Committee will select no less than two (2) and no more than three (3) pre-candidates whose names will be submitted to the Regional Committee during the next Regional Meeting.

2.5.   The Regional Committee will receive the list of proposed names of qualified candidates for Director-Elect thirty (30) days before the Regional Meeting in March of the election year. For each candidate, their biography, activities at the IEEE, their proposed plans and programs, and the letter confirming their desire to serve will be attached.

3.   NOMINATION FORM CANDIDATE TO DIRECTOR-ELECT, 20XX + 1- 20XX + 2 Latin America

Nominee Name	Email

IEEE grade and Section:
Current Position(s) in IEEE:
NOMINATOR'S COMMENTS: Include a brief evaluation of the candidate's experience and development and the attributes to develop the position of being elected.
BRIEF BIOGRAPHY OF THE CANDIDATE: Please include a brief biographical overview of the candidate including the activities in the IEEE as a volunteer. (no more than 200 words)

Does the RD nominee agree to serve in this position if elected ?:	YES	NO

Nominator	Email
Submission Date	

4. Documents requested from RD candidates (Example)

On behalf of the Region Nominations Committee of the Latin American Region (R9), I have the pleasure to inform you that this Committee officially received your name, through your Section, nominating your candidacy for Region Director-Elect of our Region, for the next elections of the 20XX and consequently, Region Director of Latin America.

To continue our analysis and to be able to present our conclusions we require you to send via email to YYYY@ieee.org and with a copy to reg09-nominations@ieee.org the documents indicated below, before October 30, 20XX-1.

This committee will analyze and discuss the documents and will send its conclusions along with the documentation of the suggested candidates, to the Regional Committee, which will allow them to make the most appropriate decision, during the RR20XX of March 20XX.

Required documents:

Biography of the candidate, in two parts:

1.a. - Biography of 150 words, indicating professional and academic activities, without considering the activities at the IEEE.

1 B. - List of positions in the following order and sequence: Board (s), Region, Sections, Chapters, Student Activities, Societies, Conferences, others (Example in blue)

IEEE Activities - (S'84-M'86-SM'02)

COMMITTEES / BOARDS: Information Strategy Committee, 2004-5; RAB / TAB Section / Chapter, Chair, 1999-2000, RAB Student Activities, 1992-95; Educational Activities Board, 1994-1996

REGION: Region 6: Executive Committee, 1988-; Treasurer, 1992-93; Awards, 1988-92; Communications, 1998-present, Vice Chair 2001-;

SECTIONS / CHAPTERS: Piscataway Section Chair, 1983-84; Vice Chairman, 1979-80; Treasurer, 1978-79; Industrial Applications Society Chapter, Past Chairman, 1987-88; Chairman, 1986-87; Vice Chairman, 1985-86.

STUDENT BRANCHES: University of Alabama at Birmingham, Counselor, 1982-; University of Alabama in Huntsville, Counselor, 1976-81.

CONFERENCES: Conference Chair - 2005, Conference Treasurer - 2004

OTHERS: Member Computer Society, Education Society, Professional Communications Society, Management Society

2. Statement, in two parts:

2.a. - A 200-word statement on your plans for the exercise of the Region Director's mandate.

2.b.1. - An express declaration that you know the assignments and agree to assume the position of Director-Elect (20XX + 1-20XX + 2) and Region Director (20XX + 3-20XX + 4), promising to fulfill, with dedication, all the mandates.

2.b.2. - You can also indicate your major contributions made to the IEEE in previous positions which combined with subsection 2.b.1 should not exceed 300 words

We ask you to confirm receipt of this message.

We thank you in advance for your promptness in meeting this request no later than October 30, 20XX-1, and we wish you complete success in your nomination.

10.   Appendix J: MGA Mission and Vision.

Vision: Ensure Quality Member Opportunities for Continuous Engagement.

Mission: Inspire, Enable, Empower and Engage Members of IEEE.

For the purposes of:

- Fulfilling the mission of IEEE
- Enhancing the members growth and development through their life cycle
- Providing a professional home