# 6.0 RAB ASSEMBLY

## 6.1 COMPOSITION

A. Officers elected by Voting Members. The RAB Assembly shall consist of 11 delegates who shall be the ten Regional Delegates and the IEEE President.

B. The presiding officer of the RAB Assembly shall be the IEEE President. As stated in the Constitution, in the absence of the President, the President-Elect shall preside and shall perform such tasks as are delegated by the President or as may be specified in the Bylaws.

C. Grade. All Delegates shall be of Fellow or Senior Member grade.

## 6.2 FUNCTIONS

A. The RAB Assembly shall submit to the IEEE Assembly, no later than 15 August, two or preferably three candidates for the position of Vice President, Regional Activities. If a candidate for IEEE President-Elect is among the names recommended, the number of candidates shall be increased by one. Such submission shall include biographies and position statements, and shall be mailed to all IEEE Assembly Delegates, at least four weeks before the meeting at which the election shall take place in accordance with IEEE Bylaw I-306.17.

B. The RAB Assembly shall elect the voting members of RAB who are not directly elected by the members of the IEEE.

- RAB Treasurer
- Vice Chair, Region, Section and Chapter Activities
- Vice Chair, Member Activities
- Vice Chair, Strategic Planning
- Vice Chair, Student Activities

C. The RAB Assembly shall receive from the RAB Nominations and Appointments Committee a list of not less than two nor more than three candidates, with biographies and position statements, for the RAB Treasurer and each RAB Vice Chair position.

D. The RAB Assembly shall hold special elections as needed to fill vacancies occurring on RAB, except for the position of Vice President, Regional Activities which shall be filled by the IEEE Assembly.

E. For any circumstances under the purview of RAB that have not been foreseen in the IEEE Bylaws or the RAB Operations Manual, the RAB Assembly shall resolve any personnel unavailability, which may consist of absence (temporary), incapacitation (known condition of limited duration) or vacancy (permanent).

## 6.3 MEETINGS

A. The RAB Assembly shall hold at least one meeting each year prior to 15 August.

B. Notice of Special Meeting. Special meetings of the RAB Assembly may be called by the IEEE President, Vice President- Regional Activities or by any four delegates on notice to all other delegates. Notice of such special meetings giving the time and place of the meeting, the purpose of the meeting, and the names of those calling the meeting shall be sent to all the delegates not less than 20 days before the date set for the meeting. The place of such special meeting may be only at IEEE Headquarters unless otherwise authorized by a majority vote of all Delegates, such vote to be secured by or transmitted to the Secretary.

A special meeting of the RAB Assembly to fill a vacancy occurring to a RAB Assembly elected position must be called within 90 days following existence of such a vacancy.

C. Notice of Meetings. Any notice of meetings or other official business required by the Constitution or the IEEE Bylaws to be mailed to Delegates shall be sent by such routings as shall ensure prompt delivery.

D. Waiver of Meeting Notice. A meeting of the RAB Assembly may be held without notice if waivers of notice signed by all of the Delegates are filed with the Secretary, with notation thereof entered in the minutes of the meeting

E. Reimbursement of Expenses. Expenses of the RAB Assembly and its meetings shall be included in the RAB budget. Reimbursement for actual and necessary expenses is authorized for Delegates for the purpose of attending any special or extraordinary meeting of the RAB Assembly not associated with a meeting of the Regional Activities Board held contiguously with it.

F. Meeting Minutes. The RAB Secretary shall provide record-keeping and secretarial functions for the RAB Assembly, without vote. In the absence of the RAB Secretary, the IEEE President shall perform this task or appoint a member of the RAB Assembly to perform this task.

## 6.4 QUORUM/ACTIONS OF THE RAB ASSEMBLY

A. A quorum shall be a majority of the voting members of the RAB Assembly.

B. Action of the RAB Assembly. Unless otherwise provided in the Certificate of Incorporation, the Constitution, the IEEE Bylaws, or the Not-for-Profit Corporation Law of the State of New York, a majority of the votes cast at a meeting of the RAB Assembly by the members entitled to vote shall be the act of the Assembly.

## 6.5 RAB ASSEMBLY ELECTION PROCEDURES (RAB ASSEMBLY-ELECTED POSITIONS)

A. A candidate for a RAB Assembly elected position can not be considered for another RAB Assembly elected position. Any candidate nominated for an IEEE Assembly or an IEEE USA Assembly elected position may not be considered for a RAB Assembly elected position. In addition, a person who has been nominated to serve for the same year as IEEE-SA President, IEEE-USA President or Vice President-Technical Activities can not be considered for a RAB Assembly elected position.

B. There will be no nominations from the floor during the RAB Assembly meeting.

C. Candidates, in addition to those on the RAB Nominations and Appointments Committee slate, can be nominated no later than ten days prior to the RAB Assembly meeting, if the signatures of five RAB Assembly members accompany the nomination. Biographies and position statements for such candidates should accompany the respective nominations. Nominations may be submitted by e-mail, fax, or written document to a designee specified by the RAB Assembly Chair who will promptly inform the RAB Assembly of nominees qualifying under this provision.

D. The RAB Nominations & Appointments Committee Chair shall present the candidate's background and qualifications to the RAB Assembly.

E. The RAB Assembly Chair may appoint a Parliamentarian.

F. The RAB Assembly Chair shall appoint no fewer than two nor more than three Tellers for the Election.

G. The order of the election of the various offices will be determined by a random drawing conducted at the RAB Assembly meeting.

H. RAB Assembly elections shall be conducted by secret ballot. The Chair will participate in all secret balloting but the vote shall only be used in order to break a tie. The Teller will announce the outcome of votes without divulging tallies.

I. A simple majority vote of those RAB Assembly members voting is required to elect. When there are three or more candidates for an office, approval voting shall be used. Provided that a simple majority of the ballots cast is obtained, the candidate receiving the most votes shall be elected. Should no candidate receive a majority of the ballots cast, the two candidates with the most votes will be retained on 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.

J. The RAB Assembly may invite any individual to attend the RAB Assembly meeting on an ad hoc basis.

## 6.6 ADMINISTRATIVE PROCEDURES

A. The RAB Nominations and Appointments process is defined in Section 7 of the RAB Operations Manual.

1. The advocate for each candidate shall summarize, in three minutes or less, the qualifications of the candidate to the RAB Assembly.
2. After the presentation of the summaries for all candidates for a given position, the RAB Assembly shall vote for the position.
3. For the RAB Treasurer and the RAB Vice Chair positions, the RAB Assembly Chair shall submit the results of the elections to the current RAB Chair who shall inform each candidate of the results of their election immediately following the RAB Assembly meeting.
4. After the candidates have been notified, the current RAB Chair shall announce the results of the elections for the RAB Vice Chairs, and RAB Treasurer.

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