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Manual of Organization and Procedures

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ISA MANUAL OF ORGANIZATION AND PROCEDURES (MOP)

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INTRODUCTION (MOP)

MOP 1 Purpose

This Manual of Organization and Procedures (MOP) represents official action of the ISA Executive Board. It includes the details related to the organization of the Society and the procedures followed by each unit within the Society. It is to be used in conjunction with the ISA Bylaws and the Policies and Operational Guidelines (POG) document which covers all common aspects of how ISA and all related units conduct business and includes information related to typical activities within the Society.

The Society MOP is to be consistent with the ISA Bylaws and all laws and rules governing 501(c)(3) non-profit organizations in the United States, the State of North Carolina, and any laws or rules of the applicable jurisdictions where Society entities and activities are located. The ISA Bylaws will take precedence should any discrepancy arise with the MOP.

This document includes references to the ISA Bylaws shown as [Article...] as well as other sections within the Manual of Organization and Procedures (MOP) itself. Where a reference is made to a “policy” or a “guideline”, these can be found in the separate Policies and Operational Guidelines (POG) document.

MOP 2 Society Organization

ISA is a nonprofit, technical, scientific and educational organization of engineers, scientists, educators, technicians, sales engineers, executives and others with interest in automation and related technologies. ISA is classified by the United States Internal Revenue Service as a nonprofit, charitable and educational organization, tax-exempt under Section 501(c)(3) of the Internal Revenue Code.

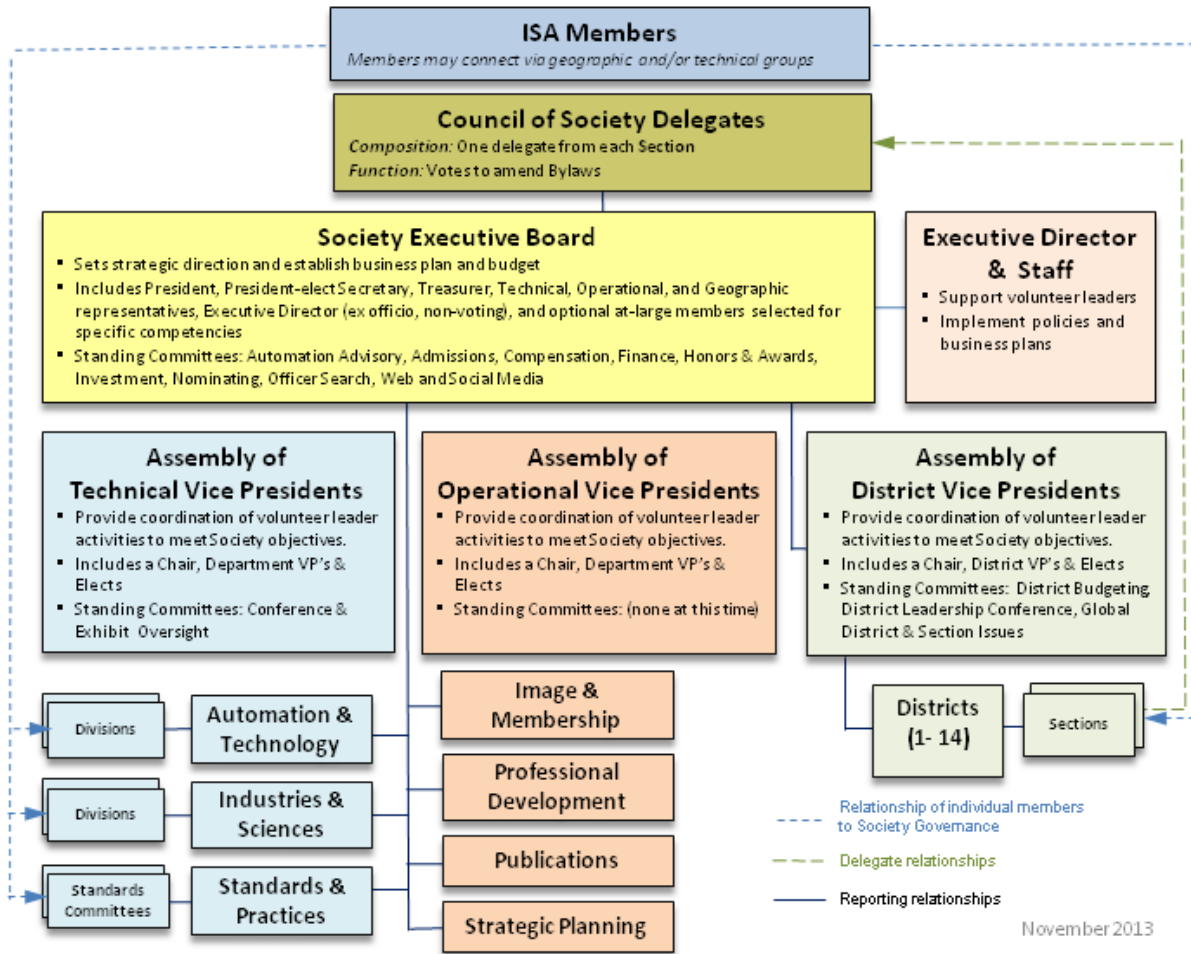
ISA is an open and inclusive Society serving members and potential members in all parts of the world except as expressly prohibited by law.

MOP 2.1 Governance Structure

The Society consists of a variety of volunteer led units and decision making bodies, supported by a professional staff. These groups oversee and direct various activities in pursuit of the mission and goals of the Society.

The organization, structure, and fundamental rules of governance of the Society are established by the Society’s Bylaws. This is reflected in the following organizational chart:

ISA Organizational & Governance Structure



MOP 2.1.1 Committees

As defined in the ISA Bylaws [Article XVI], and further specified in this MOP, standing committees may be formed as deemed necessary, and are to be documented in the MOP.

Additional ad-hoc committees and task forces may be formed as needed to address specific short term projects, and will be formally charged with a mission by the authorizing body.

MOP 2.1.1.1 Committee Membership

All ISA committee members are normally required to be members of ISA within a period of six months from the time an individual accepts such an appointment. Exceptions to this include Standards Committee members and other cases where the involved Officer, District or Department Vice President judges that this requirement must be suspended to permit accomplishment of the mission of the committee. In such cases, ISA membership of committee members is strongly promoted, but not mandated.

MOP 3 Responsibilities

As reflected in the organization chart, each of the following has a defined role in the governance and operation of the Society. See the referenced sections of this MOP for additional details. In addition, individual members and leaders are expected to adhere to the ISA Code of Ethics, the Code of Standard Leadership Practices, and the Legal

Obligations and Liabilities of Leaders, as well as other applicable Society Policies and Operational Guidelines (see POG).

MOP 3.1 Council of Society Delegates (CSD)

The Council of Society Delegates is the body having the highest authority in the Society, as the only body that can approve changes to the ISA Bylaws. Each Section selects a delegate as their representative.

MOP 3.2 Officers (OFC)

The Society officers include the President, President-elect Secretary, Treasurer, and Past President. [Bylaws Article X]. Further details covering the responsibilities of these officers are found in this document (OFC).

MOP 3.3 Executive Board (EXB)

The Executive Board is responsible for administering and overseeing the activities of the Society within the authority delegated by the ISA Bylaws and shall have all power and authority vested in a board of directors of a nonprofit corporation under law. [See Bylaws Article XIII, Paragraph 1]

MOP 3.4 Executive Director

The Society Executive Director is responsible for administering and reporting the operations of the Society as directed by the Executive Board and shall maintain and staff a business office to perform the functions delegated by the Executive Board [see Bylaws Article XV]. The Executive Director also serves a member of the Boards of Directors of the Automation Federation (AF), Automation Standards Compliance Institute (ASCI), and Automation.com.

MOP 3.5 Assemblies of Vice Presidents

The elected Society District and Department Vice Presidents are members of one of the three Assemblies, Geographic (GEO), Technical (TEA), or Operational (OPA). See the Bylaws [Article XIV] and the referenced sections of this document for details regarding each of the Assemblies.

MOP 3.6 Sections, Districts, and Regions

Individual ISA members may group themselves into geographically defined units, obtaining a charter as an ISA Section [Bylaws Article VIII]. Sections are able to incorporate themselves under the applicable rules in the area where the section exists [Bylaws Article VII, Paragraph 3]. Sections are then grouped into Districts [see Bylaws Article IX], under the authority of the Assembly of District Vice Presidents (see DIS 5.1). Each District elects a Vice President, who is a member of the Assembly of District Vice Presidents (see GEO). Regions [Bylaws Article IX, Paragraph 3] may also be established including a number of Sections within a District (see REG).

MOP 3.7 Departments

To address the variety of activities supporting members of the Society as well as pursuit of the mission of the Society, Departments are established by the Executive Board [Bylaws Article XIV, Paragraph 6]. Each Department is led by an elected Vice President who is a member of either the Assembly of Technical or Operational Vice Presidents (TEA or OPA). Each Department has a unique set of responsibilities, described in this document. For details see general Department information (DEP) and the following specific MOP sections - Automation & Technology and Industries & Sciences (AT-IS), Image & Membership (IMD), Professional Development (PDD), Publications (PUB), Standards & Practices (S&P), Strategic Planning (SPL).

MOP 3.8 Divisions

ISA Members, regardless of geographic location or section affiliation, may also join groups based on common interests defined as Divisions (DIV), which are assigned to either the Industries & Sciences or the Automation & Technology Department. No other Departments may use the term "Division" as an organizational description.

MOP 4 Administration

MOP 4.1 Meetings

All meetings of the various Society units are to be conducted in accordance with the ISA Guidelines for Meetings.

MOP 4.2 Decision Making Process

As described in the ISA Bylaws and in this Manual of Organization and Procedures, decisions by all bodies are normally made by voting. The definition of a quorum and the requirements for a simple or super majority to approve a decision are defined for each group, and may depend on the particular type of decision under consideration. See the MOP section for each of the individual bodies for further details.

The decision making processes involves examination of all pertinent material and encourages deliberation among all members of each group, with the goal of achieving at least a consensus to proceed. Resolution of divergent views is established through discussion, persuasion, and compromise, rather than through authority and autocratic dictate. Consensus is the goal, but this goal will not be construed as invalidating any action taken by the Council of Society Delegates or the Executive Board by the required majority vote at a properly constituted meeting.

MOP 4.3 Language

The standard language for corporate documents, Society-level meetings and primary publications shall be English. Sections and Regions are encouraged to produce their newsletters and conduct their meetings in their members' language of choice. To the extent practicable, ISA will support the efforts of Sections to provide ISA material in the local language.

MOP 5 Procedures

MOP 5.1 Revisions of the MOP and POG

This document represents official actions of the Council of Society Delegates or the ISA Executive Board. The Society operating documents, including the MOP, are to be maintained as described in the guidelines for Revision and Maintenance of the ISA Operating Documents (POG).

Revisions to the MOP and POG of a substantive nature shall be approved by the ISA Executive Board, and shall be in accordance with the Society's Bylaws and Articles of Incorporation. All revisions of a substantive nature may be reviewed by the Council of Society Delegates. Any changes required by the Council of Society Delegates shall operate prospectively and shall not affect actions taken before the change is made.

Any proposed changes to organization, procedures, or Society policies under authority of the Executive Board shall include appropriate revision or amendment at the time of adoption.

The Executive Director may make non-substantive editorial corrections without prior Executive Board approval but subject to later Executive Board review.

MOP 5.2 Training

The Society Manual of Organization and Procedures, and the Society Policies and Operational Guidelines documents are available to all Society leaders, including Society Officers, members of the ISA Executive Board, Department and District Vice Presidents, Assembly Chairs, and Chairs of Society standing committees. It is recommended that all leaders become familiar with the topics covered in these documents, understanding that these documents detail the obligations and expectations for Society activities.

MOP 5.3 Communications

To maintain a viable volunteer led organization, continuity of administration and good internal communications are needed. The dissemination of information by means of websites, newsletters, meeting minutes, and correspondence to interested Society individuals is encouraged.

MOP 5.3.1 Distribution Lists

All elected Officers of the Society, including President, Past President, President-elect Secretary, Treasurer, Executive Board members, Department Vice Presidents and Elects, and District Vice Presidents and Elects, will be included in the official electronic distribution lists for the Executive Board.

This practice will ensure good internal communications among Society leaders. In the event that an officer or elect may be called upon to fill a vacancy, this practice will also provide for adequate continuity of administration of the Society.

Additional electronic distribution lists will be maintained for each of the Society level units to facilitate their activities.

MOP 5.4 Continuity and Succession

The Society governance model provides for the use of “-elect” positions to create a depth of leadership, helping to assure smooth transition and continuity. This is encouraged for the appointed positions of Director as well.

COUNCIL OF SOCIETY DELEGATES (CSD)

CSD 1 Purpose

The Council of Society delegates controls the general policies of the SOCIETY through its powers to amend the Bylaws, and to review the Annual Reports of Officers. [Bylaws Article VII, Paragraph 1]

The Council of Society delegates meets annually to provide an opportunity to engage grassroots members at the Society level and provide a forum to discuss issues with the Society leadership. It receives the reports of the Society Executive Board, amends the Bylaws, receives and acts upon resolutions from the body, and other items as required to oversee and direct the policies of the Society.

CSD 2 Organization

Each Section in ISA designates a Society member to act as its Society delegate and specifies the term of office. The Section may designate a Society member as an alternate delegate if Section Bylaws so provide.

Each elected Executive Board member and Vice President of the Society serves ex-officio on the Council of Society delegates, but has no vote unless the individual is designated by a Section or Region as its Society delegate or alternate delegate.

The voting power of each delegate is described in Bylaws Article VI. The voting body is described in Bylaws Article XII, Paragraph 2. The quorum of the Council of Society Delegates is described in Bylaws Article XII, Paragraph 2.

CSD 3 Responsibilities

CSD 3.1 Chair Responsibilities

The chair will

- a) Establish the agenda for the Annual Members Meeting and Council of Society Delegates Meeting
- b) Ensure that notification of the meetings are sent to delegates as described in the Bylaws
- c) Determine the need for and appoint a Resolutions Committee to receive all proposed resolutions except those offered by the Executive Board or by committees. The Resolutions Committee is comprised of the President-elect Secretary, Past President, and Parliamentarian.
- d) Conduct the Annual Members Meeting and Council of Society delegates Meeting according to Roberts Rules of Order.

CSD 3.2 Parliamentarian Responsibilities

The parliamentarian will:

- a) Ensure the meeting abides by the procedures established in the standing rules, including Roberts Rules of Order.
- b) Serve as timekeeper for discussions.
- c) Conduct a review of rules and procedures for the Council of Society Delegates Meeting.

CSD 3.3 Section Delegate Responsibilities

The Section Delegate will

- a) Serve as the Section's official representative to the Society
- b) Review the agenda and issues for action with their Section leadership and members
- c) Vote on all matters representing the interests of their Section at the District Council Meetings and at the Annual Council of Society Delegates Meeting. The delegate's vote is weighted and represents the number of members in the Section.
- d) Propose resolutions or amendments to resolutions.

CSD 3.4 District Vice President Responsibilities

The District Vice President will

- a) work with their Sections to ensure that all ISA members are represented
- b) Ensure that their delegates have an adequate understanding of the issues on the agenda.
- c) Provide a list of official delegates to the Credentials Committee.
- d) Chair the District Council Meeting held in advance of the Council of Society Delegates Meeting.

CSD 3.5 Ex-Officio Members of the Council of Society Delegates

Each elected Executive Board Member and Vice President of the Society serves ex-officio on the Council of Society delegates, but has no vote unless the individual has also been designated by a Section as its Society delegate or alternate delegate. These ex-officio members may participate in the discussions, including proposing resolutions and amendments.

CSD 4 Administration

CSD 4.1 Meetings

Regular and special meetings of the Council of Society Delegates, including the Annual Meeting of the Council of Society Delegates shall be held as described in Bylaws Article XII, Paragraph 2.

Notice of the meeting and the proposed agenda shall be sent to the Society delegates at least 45 days before the meeting. The agenda of the Council of Society Delegates Meeting and a copy of the delegates' portion of this manual are distributed in advance to delegates, alternates, and Section Presidents with a thorough explanation of action items and information items included.

To establish a quorum, a roll call will be conducted to indicate the number of Sections and the number of membership votes represented. After the figures are tabulated, the Chair of the Credentials Committee announces the totals and the President declares the presence or absence of a quorum.

The Council of Society Delegates meeting area should provide restricted access for credential delegates only and a separate area for members and other observers. District Vice Presidents are seated with delegates from their District.

CSD 4.1.1 District Council Meetings

The first session of the Council of Society Delegates meeting consists of individual meetings of the Society delegates from each District to receive and review the respective District Vice President's annual report.

The first session is the individual District Council meetings chaired by the respective District Vice Presidents to receive and review the Vice President's Annual Report. Each District Vice President rules upon the credentials of the delegates and alternates, reviews the rules with them, and leads a review discussion of the agenda. If the District Vice President is unable to chair this meeting or to fulfill the other requirements of this manual, the District Vice President-elect, the District Nominator, the alternate District Nominator, or one of the Society delegates (elected by the Society delegates present), in that order of preference, serves.

CSD 4.1.2 Annual Members Meeting and Council of Society Delegates Meeting

The second session includes all members of the Council of Society Delegates. A Members Meeting is held to receive and review the annual reports of the President, President-elect Secretary and Treasurer. The Council of Society Delegates meeting is formally called to order to act or advise on general policies for the Society. A review

of rules and procedures for the Council of Society Delegates Meeting is conducted prior to the Council of Society Delegates meeting.

CSD 5 Procedures

CSD 5.1 Credentials Committee

The President will establish the membership of the Credentials Committee. This committee will serve as Sergeants-at-Arms, responsible for checking Section delegates and Vice Presidents for the indicated Districts in and out of the designated area and will ensure that only credentialed delegates are allowed into the area. The Credentials Committee Chair will assist in tabulating attendance as the roll is called, and after the data is tabulated, inform the President of the presence or absence of a quorum. Any delegate leaving the area must sign out with the Credentials Committee. If the quorum is lost during the course of the meeting, the President should be notified immediately.

CSD 5.2 Registration

Each delegate and alternate delegate registers with their District Vice President during the District Council Meeting. If both the delegate and the alternate are present, only the delegate receives the delegate's credential that will allow them access to Council of Society Delegates meeting area. The registration sheets from the Districts are turned over to the Credentials Committee. The registration sheets are used to create the official delegates register to be used at the Council of Society Delegates meeting. Prior to the roll call for the Council of Society Delegates, the District Vice President can add or delete names on the official delegates register by submission of the changes to the Credentials Committee.

CSD 5.3 Standing Rules

Standing rules for the Council of Society Delegates Meeting are made available in advance with the agenda to delegates, alternates, and Section Presidents. A simplified guide to Robert's Rules of Order with an explanation of commonly used types of motions, amendments, discussion and voting methods is included with this material.

CSD 5.4 Voting

Voting is handled as defined in the standing rules approved by the body at the beginning of the meeting. When required, a roll call vote shall be conducted by calling Sections in District order. Proxy voting is not permitted in accordance with the Bylaws.

SOCIETY OFFICERS (OFC)

OFC 1 President

The President takes office following a one-year term as President-elect Secretary as described in the Bylaws.

OFC 1.1 Responsibilities

The Society President's responsibilities include:

- a) Serves as the chief executive officer of the Society and presides at all annual and special meetings of the Society and at all meetings of the Executive Board, and Council of Society Delegates Meeting as a whole. [See Bylaws, Article X, Paragraph 5]
- b) Submits a written Annual Report at the annual meeting of the Society and of the Council of Society Delegates. [See Bylaws, Article X, Paragraph 5a]
- c) Receives nominations submitted by petition for elected positions and publishes these nominations at least 21 days before the election date. [See Bylaws, Article XI, Paragraph 1, f]

- d) Publishes a brief biography and statement of vision and goals for nominees to be on the ballot for elected positions at least 30 days prior to the annual Society elections. [See Bylaws, Article XI, Paragraph 3, a]
- e) Responsible for the content of the agendas for Executive Board meetings as drafted by the Executive Director or designee.
- f) Exercises the powers of office provided by law for the President of a North Carolina nonprofit corporation.
- g) Represents the Society to the membership and to the public.
- h) Participates in Society and professional events where executive-level representation is expected and/or desired.
- i) Exercises general supervision over officers, Vice Presidents, and Executive Board members who are accountable to the President for performance of their duties.
- j) May assign projects or studies to any officer, Vice President, Assembly, Division, or Committee as the President or Executive Board deems desirable.
- k) Interprets and enforces the Society's Bylaws. Where an interpretation of the Bylaws is challenged, the President may request an ad hoc committee of former Society Presidents and appropriate outside expertise to resolve the issue.
- l) Responsible for monitoring the management of Society Headquarters. In fulfilling this responsibility, the President:
 - Negotiates for the employment of an Executive Director and for continuing employment conditions. May recommend to the Executive Board the disciplining or removal of the Executive Director.
 - Holds the Executive Director responsible for all Headquarters activities defined in Bylaws. Delegates complete operating authority to the Executive Director, including the selection, employment, and supervision of the entire Staff.
 - Evaluates the performance of the Executive Director and the overall performance of the Headquarters Staff and, when necessary, authorizes changes.
 - Controls, with the Treasurer, the financial transactions of the Executive Director by requiring accounting procedures, audits, and monthly reports which will continually reflect the financial condition of the Society.

OFC 1.1.1 Committee memberships and oversight

The President is chair and voting member of:

Executive Board
Automation Advisory Council
Compensation Committee

The President is chair and non-voting member of the Council of Society Delegates.

The ISA President serves as Vice Chair of the Board of Directors of:

Automation Federation (AF)

OFC 1.1.2 Appointments

The President normally makes the following appointment recommendations for Executive Board approval. When approved, these appointments would take effect in January when the President becomes the Past President.

The President recommends individuals to fill vacancies in the upcoming year in the following groups:

Admissions Committee members
Honors & Awards Committee members including the Chair, who is traditionally the retiring Past President

The President, working with the Executive Board, recommends individuals to fill vacancies in the upcoming year in the following group:

Nominating Committee members

The President will make other appointments as determined by the Executive Board or within the inherent powers of office. The President may appoint assistants as he or she deems necessary and these assistants may be reappointed.

OFC 2 President-Elect Secretary

The President-elect Secretary is elected by the Society membership to serve a one-year term, succeeding to President as described in the Bylaws.

OFC 2.1 Responsibilities

- a) Acts as Secretary of all meetings of the Executive Board and is responsible for the content of the minutes of Executive Board Meetings as drafted by the Executive Director or designee.
- b) In consultation and coordination with the President participates in Society and professional events where executive-level representation is expected and/or desired.
- c) Acts as Secretary of all meetings of the Council of Society Delegates and performs other duties delegated to him or her by the Executive Board.
- d) Plans, with the President, for orientation of other Society leaders.
- e) Serves as the Officer principally responsible for long range planning in support of the strategic activities of the Executive Board.
- f) Submits a written report at the Annual Meeting of the Council of Society Delegates outlining objectives and programs for the coming year. [See Bylaws, Article X, Paragraph 5b]
- g) Authorizes use of the Corporate Seal of the Society for appropriate documents.

OFC 2.1.1 Committee memberships and oversight

The President-elect Secretary is a voting member of:

Executive Board
Automation Advisory Council
Compensation Committee
Strategic Planning Department

The President-elect Secretary is a non-voting member of the Council of Society Delegates.

OFC 2.1.2 Appointments

The President-elect Secretary normally makes the following appointment recommendations for Executive Board approval. When approved, these appointments would take effect in January when the President-elect Secretary becomes President.

The President-elect Secretary recommends individuals to fill vacancies in the upcoming year in the following groups:

Automation Advisory Council members

The President-elect will make other appointments as determined by the Executive Board or within the inherent powers of office.

The President-elect Secretary recommends appointment of a Parliamentarian to serve during his or her year as President.

OFC 3 Past President

The Past President takes office as following a one-year term as Society President as described in the Bylaws.

OFC 3.1 Responsibilities

- a) In consultation and coordination with the President, participates in Society and professional events where executive-level representation is expected or desired.
- b) May serve an additional year as Past President, or portion thereof, if the succeeding Past President(s) are unable to serve.
- c) May assume the duties of President in the event of a vacancy of both the President and the President-elect Secretary. [See Bylaws, Article X, Section 4, b.]

OFC 3.1.1 Committee memberships and oversight

The Past President is a voting member of:

- Compensation Committee
- Executive Board
- Honors & Awards Committee

The Past President is a non-voting member of:

- Nominating Committee
- Council of Society Delegates

The Past President provides oversight to the Admissions Committee and serves as interface with the Executive Board.

The ISA Past President also serves as Chair of the Boards of Directors of:

- Automation Standards Compliance Institute (ASCI)
- Automation Federation (AF)

OFC 3.1.2 Appointments

The Past President normally does not recommend appointments.

OFC 4 Treasurer

The Treasurer is elected by the Society membership to serve a two-year term as described in the Bylaws.

The Treasurer, Executive Director and Staff Directors are authorized to execute any financial transaction or documents required for the conduct of the Society's ordinary and necessary business, including establishing lines of credit in the name of the Society.

The Treasurer and any others who may have access to the funds of the Society, as determined by the Executive Board, shall be covered by a fidelity bond or insurance issued by a qualified company at the expense of the Society [See Bylaws, Article XIX, Paragraph 2].

OFC 4.1 Responsibilities

The Treasurer's responsibilities include the following:

- a) Serves as the chief financial officer of the Society and keeps, or causes to be kept, complete records of all monies received and disbursed by or on behalf of the Society using Generally Accepted Accounting Principles (GAAP).
- b) Oversees the establishment of such bank and other financial accounts for the deposit and disbursement of the Society's funds as authorized by the Executive Board [See Bylaws, Article XVIII, Paragraph 3].
- c) Publishes a summary of the approved annual budget and of the annual financial statements in such Society publication as the Executive Board directs [See Bylaws, Article XVIII, Paragraph 5].
- d) Assures that the Society's accounting records and procedures are adequate for audit and report purposes, and for making financial reports.
- e) Ensures that an annual audit of the Society's finances is conducted per OFC 4.2.2.
- f) Recommends accounting standards to the Executive Board dealing with inventory practices, capital expenditures depreciation, investment of funds, new revenue-producing activities, and such other financial matters that may have current and future impact on the finances of the Society.
- g) Prepares and submits reports for the Finance Committee, Executive Board, and Society's Annual Meeting as described in OFC 4.2.3 or as requested.
- h) Supervises the Finance and Investment Committees of the Executive Board and performs other duties delegated to him or her by the Executive Board.

OFC 4.1.1 Committee memberships and oversight

The Treasurer is a voting member of:

- Compensation Committee
- Executive Board
- Finance Committee
- Investment Committee

The Treasurer is a non-voting member of:

- Council of Society Delegates

The ISA Treasurer serves as member of the Boards of Directors of:

- Automation Standards Compliance Institute (ASCI)
- Automation.com

OFC 4.1.2 Appointments

The Treasurer normally makes the following appointment recommendations for Executive Board approval. When approved, these appointments would take effect in January.

The Treasurer recommends individuals to fill the following positions:

- Finance Committee chair
- Investment Committee chair
- Audit Committee members

The Treasurer approves the members of the Finance Committee and Investment Committee as recommended by the chairs.

The Treasurer recommends three to five members to serve on the Audit Committee (OFC 4.2.2, paragraph d) which is an ad-hoc committee appointed annually.

The Treasurer will make other appointments as determined by the Executive Board or within the inherent powers of office.

OFC 4.2 Procedures

OFC 4.2.1 Financial Transactions

All instruments or orders for the payment, transfer between, or withdrawal of funds from these accounts must be made or signed by one or more officers or staff members authorized by the Executive Board under such conditions and policies established by the Executive Board. [See Bylaws, Article XIX, Paragraph 3]

OFC 4.2.2 Financial Audits

- a) Ensures that an audit of the Society's financial records is conducted annually.
- b) Solicits proposals for audit services at least every five years.
- c) Selects and recommends to the Executive Board a firm of Certified Public Accountants to serve as Society auditors for the current fiscal year, and distributes their annual audit report to the Executive Board.
- d) Appoints three to five members annually to serve as an audit committee to oversee the proper external review of the audited financial statements. Each member shall be free of any relationship that would interfere with his or her individual exercise of independent judgement.
- e) Participates in the annual audit "closing conference" to receive the annual audited financial statement report and the Treasurer and the Executive Board shall be the addressees for the "management letter" from the Society auditors.

OFC 4.2.3 Reporting

The Treasurer submits a written annual report at the Annual Meeting of the Society and at the meeting of the Council of Society Delegates. The Treasurer's report includes an interim report for the current fiscal year as well as the proposed budget for the next fiscal year. [See Bylaws, Article XII, Paragraph 2]

The Treasurer shall make an annual financial report to the Executive Board. This report shall be made at the first Executive Board meeting of the calendar year and shall include (at a minimum):

- a review of the Society's current financial situation, highlighting significant events, opportunities and concerns
- a review of the fiduciary responsibilities of the Executive Board.
- a discussion of the Society's financial operations and procedures including the budget process.

In addition, the Treasurer shall report the financial condition of the Society to the Executive Board as requested.

OFC 4.2.4 Budget Terminology

- a) Accumulated Surplus - The Total Assets less the Total Liabilities at the close of the Fiscal Year.
- b) Liquid Reserve - The sum of the Society's Current Assets and Long Term Marketable Securities less Current Liabilities, including utilized lines of credit, and endowment commitments reported in the Society balance sheet. (This specifically excludes all "hard" assets, such as real estate, fixed assets, etc. It is also reduced to the extent that commitments have been approved, but not expended, such as funding committed to NVI projects that have not yet been spent.)
- c) Liquid Reserve Objective - One year's Total Operating Expense, based on the average of the 2 most recent years.
- d) Liquid Reserve Ratio - Ratio of Liquid Reserve to the average Total Operating Expense for the prior 2 years.
- e) New Venture Investment (NVI) Activities – have reasonable potential for positive impact on the Society, either as a member benefit, a financial benefit, or a combination thereof. See OFC 4.2.7.
- f) Ongoing Activities – are the combination of Operating Activities and NVI Activities.
- g) Operating Activities – are typical and customary ISA business activities and services that are undertaken on a regular and continuous basis, year after year. The Society has, to some extent, the ability to influence the financial outcome of ongoing activities by the execution of plans and control and deployment of resources.
- h) Operating Surplus/(Deficit) - The total revenue from operating activities including investment dividends and interest net of investment expenses, excluding donations net of depreciation and portfolio gains/losses less all expenses from operating activities, except interest expense, for the year in consideration.
- i) Total Surplus/(Deficit) - The revenue from all sources (including donations, investment income, and both realized and unrealized portfolio gains/losses), less all expenses for the year in consideration.

OFC 4.2.5 Budget Process

OFC 4.2.5.1 Budget Objective

The Society's overall financial objective is to establish and maintain a financial platform that will assure the financial health of the Society and support growth and other initiatives deemed important to the Society's mission and goals. This overall objective is achieved through budgeting for a consolidated, average annual Operating Surplus based on the following table.

Liquid Reserve Ratio	<= 100%	101% to 130%	131%-160%	>160%
Operating Surplus (as % of Total Operating Revenue)	5%	3%	1%	0%

Criteria for Executive Board approval of the budget:

- Any budget that does not meet the operating surplus target should be approved by a two-thirds supermajority.
- Any deficit budget with a deficit less than 10% should require a three-fourths supermajority.
- A unanimous vote for a deficit budget with a deficit greater than 10%

OFC 4.2.5.2 Budget Development

The Society fiscal year is the calendar year beginning 1 January.

The basic steps of the process are:

- a) The Executive Board reviews and updates the Society's Strategic Plan with the assistance of the Strategic Planning Department.
- b) Society Leadership and Staff develop a draft budget to address the objectives of the Strategic Plan. The initial budget draft prepared by staff shall include all known income and expenses associated with Executive Board approved programs. The budget draft shall be presented to the Finance Committee and Executive Board with:
 - Comparative data from the current budget
 - A forecast of results anticipated for the current fiscal year
 - A description including the impact of programs anticipated during the next year, but not yet approved.
 - Proposed budgets for new projects.
 - Cash flow projections for the next year.
 - Detailed analyses of any activities specified by the Treasurer.
 - Identification of major capital expenditures that may be brought to the Board during the next three years.
- c) The Finance Committee reviews the budget draft and makes recommendations regarding the budget to the Treasurer prior to review by the Executive Board.
- d) The Assemblies and Vice Presidents review the budget draft and make recommendations regarding the budget to the Treasurer prior to review by the Executive Board.
- e) The Treasurer and Society officers review recommendations for modifications to the budget from all reviewing bodies prior to submitting the budget to the Executive Board for approval.
- f) The Executive Board approves the annual budget no later than the end of the current fiscal year.
- g) In the rare circumstance of material change in budget assumptions or business climate, the Executive Board may amend the budget as required. Additional expenses that impact Society finances may be included after giving consideration to existing programs that could be curtailed.

The Executive Board may take other actions as necessary to maintain the Society's financial integrity and budget surplus.

For the purpose of authorizing the Staff to make long-term contractual commitments needed to conduct business, the budget currently in effect will be considered as approved spending levels until a new budget is adopted.

The Executive Director is responsible to ensure compliance with budgetary objectives, sound financial planning and with Society goals, objectives and priorities; and conducts the business of the Society in full compliance with the approved plan and strategic plan [Bylaws Article XV, Paragraph 2].

OFC 4.2.5.3 Allocation of Income and Expenses

The purpose of ISA revenue-producing activities is to generate funds to pay for programs and to maintain an adequate level of reserves.

The Society budget should include income and expenses related, but not limited to the following:

- Activities that produce revenue generating products and services sold to members and non-members. The funds needed to support these activities are expected to be generated by their sales.
- Membership activities and programs which generally are not intended to be self-supporting. The funding sources typically identified with these activities including member dues, any revenues generated by these activities themselves, and any Society expenses that are reimbursed from other sources. The budget may also identify allocation of income from other revenue generating Society activities to support membership related activities.
- New research and development projects and programs as defined in OFC 4.2.7.
- Charitable Contributions Matching Funds to the ISA Foundation as defined and described in EXB 6.4.5.3
- Volunteer Leader Funding as defined in OFC 4.2.5.6

OFC 4.2.5.4 New Venture Investments

In the event the Executive Board approves New Venture Investment projects to be funded from reserves after the annual budget has been approved, expenses for incumbent staff salaries, fringe benefits, and overhead that are shifted from operations will not result in an increase in operations funds available for other projects or activities.

See OFC 4.2.6 for further details regarding New Venture Investment procedures.

OFC 4.2.5.5 Changes to the Approved Budget

It is the intent of the Executive Board to operate within the approved operating plan and budget for the fiscal year. Changing a budget is an extremely rare and unusual event and is only done when there are extraordinary events of a material nature, such as mergers, acquisitions and/or the sale of a major activity.

In the event the Executive Board approves a change in the operating plan and there is a financial implication as a result of that change, the Executive Board should give strong consideration to remove activity from the operating plan to the extent necessary to preserve the operating surplus in the approved budget.

Any proposed expenditure submitted to the Executive Board of USD 25,000 or more not previously included in the approved Annual Budget must be reviewed by the Finance Committee for comment on the financial impact on the budget. If the budgeted surplus is less than the amount prescribed in Budget Objective as defined in the Treasurer Section of the MOP, a two-thirds vote of the Executive Board is required to approve any proposed expenditure of more than USD 25,000 not previously included in the approved Annual Budget. (See EXB 3.2)

A two-thirds majority vote of the Executive Board is required to change an approved budget. (See EXB 3.2).

Fiscal responsibility is a requirement of all Executive Board Members and therefore Treasurer's recommendations regarding any changes should be seriously considered on such matters.

Funding for programs outside of the approved operating budget should be indicated as variances and identified on a separate report included with the monthly financials showing the name of the programs, where and when approved, and the effect on surplus, and the amount.

OFC 4.2.6 New Venture Investment

The Society is committed to funding new or enhanced products and services to grow ISA's membership and influence and strengthen ISA's business activities in support of the Society's mission. New Venture Investments (NVI) are expected to have reasonable potential for positive impact on the Society, either as a member benefit, a financial benefit, or a combination thereof. The duration of NVI activities are known and limited, typically one year in duration although they may extend beyond one year in unusual cases but limited to a maximum of three years. When an NVI project would result in an expenditure exceeding USD 25,000 the Evaluation Committee of the Strategic Planning Department will be responsible to review, prioritize, recommend action, monitor and audit projects in progress as described in SPL 6.2.5.

OFC 4.2.6.1 NVI Reporting

Upon approval of an NVI proposal, a tracking report will be developed to summarize revenue, expense, and progress against milestones. These reports will continue for the duration of the project and will be reviewed by the Finance Committee at all meetings. Financial results for these activities will be shown separately from Operating Activities on the Society income statement (or other supplemental attachments, as required) and thus, are not considered in measuring Society financial performance relative to the Operating Surplus target as specified in OFC 4.2.5.1.

OFC 4.2.6.2 NVI Funding

New Venture Investment projects can only be pursued if the Society has sufficient financial strength and if a control discipline is in place. The financial discipline for this process is as follows:

- a) Funding may only occur if Liquid Reserves equal or exceed 100% of the yearly total Operating Expense, based on the average of the two most recent years.

- b) The total monies available to fund research and development activities will not exceed 20% of the amount by which the Liquid Reserve exceeds the average of the most recent completed fiscal year and the current fiscal year forecast Total Operating Expense.
- c) No NVI funding will be available unless a break-even or surplus budget for the fiscal year is approved.
- d) No single project or program will receive more than 20% of the monies available without a specific supermajority vote (67%) of the Executive Board.
- e) Financial resources may only be committed for one year. Further, no project or project extension may be funded through NVI for more than 3 years. It is essential that this be communicated and documented with each approved proposal for the following reasons:
 - No NVI funds will be available in subsequent years if the Liquid Reserve does not exceed 100% of the average of the most recent completed fiscal year and the current fiscal year forecast Total Operating Expense or if the budget calls for a deficit.
 - NVI projects are specifically not entitlements, therefore every program or project must be reevaluated every year (as are all other Society activities). The initial approval process does not guarantee subsequent year funding.
 - The measurement point for estimating the level of funds available in the Liquid Reserves for the next fiscal year is the latest balance sheet available prior to the Finance Committee's review of the draft budget for the next fiscal year.

OFC 5 Parliamentarian

The Parliamentarian is recommended by the President-elect Secretary for approval by the Executive Board to serve concurrently with the President in the following year. If the Parliamentarian position becomes vacant, the President may appoint a person to serve the remainder of the term. [See Bylaws, Article XIII, Paragraph 1, c]

OFC 5.1 Responsibilities

- a) Be familiar with Roberts Rules of Order and parliamentary procedure.
- b) Assist the President in complying with the Bylaws during the conduct of ISA business and meetings.
- c) Attend Executive Board and Council of Society Delegates meetings to give parliamentary advice.
- d) Prepare written parliamentary opinions with supporting documentation at the request of members.
- e) Assist Assembly Chairs and Vice Presidents in establishing parliamentary procedures for Society meetings.
- f) Comment on proposed changes in the Bylaws to establish constitutionality and consistency within past decisions.
- g) Aid members in using proper wording and procedures at Society meetings.
- h) Maintain a documentation file for succeeding parliamentarians.
- i) Meet with the Executive Board, or any other units of the Society, for the purpose of fulfilling assigned duties as requested.

OFC 5.1.1 Committee memberships and oversight

The Parliamentarian is a non-voting, *ex-officio* member of the Executive Board.

EXECUTIVE BOARD (EXB)

EXB 1 Purpose

The Executive Board sets the strategic direction for ISA, approves the annual budget, and acts on matters of policy to advance Society objectives as specified by the Bylaws. The Executive Board is the managing body of the Society.

EXB 2 Organization

The Executive Board includes the four Society Officers, twelve members with experience as outlined below, and up to three additional at-large members, elected as defined in Bylaws Article XIII.

Each Board member carries a fiduciary responsibility to the Society and its Members.

Executive Board Composition

a	Size	Minimum of 16, maximum of 19, plus two ex-officio, non-voting
b	Members chosen by:	- Executive Board members nominated by the Nominating Committee - Executive Board may appoint a maximum of three at-large members
c	Members approved by:	- ISA member direct ballot for all but at-large members - At-large members are approved by the Executive Board itself
d	Member qualifications/ restrictions	- Society Officers - President, President-Elect Secretary, Past President, and Treasurer are ex-officio, voting members - Six with leadership experience in Geographic aspects of ISA - Three with leadership experience in Operational aspects of ISA - Three with leadership experience in Technical aspects of ISA - up to three at-large members with leadership experience or other background or competencies deemed desirable for inclusion - Society Executive Director, ex-officio, non-voting member - Society Parliamentarian, ex-officio, non-voting member - Any Member, Senior Member, Fellow, Life Member, Life Senior Member, Life Fellow, or Honorary Member except for at-large members
e	Member Term	- Officers - concurrent with their terms - Geographic, Operational, and Technical - three year term, lifetime maximum of six years. - At-large, one year appointment, lifetime maximum of six years
f	Member reelection/ or reappointment	- Non officer members may serve a lifetime maximum of six years - Prior Executive Board service does not preclude service in the Presidential chain.

EXB 2.1 Executive Board Chairperson

The Society President serves as chair of the Executive Board and is the Chief Elected Officer of the Society. [See Bylaws Article X, Paragraph 5a]. The President-elect Secretary acts in the temporary absence of the President. [See Bylaws Article X]

The Executive Board Chairperson is expected to:

- Facilitate all meetings and group activities and ensure that all obligations of the Executive Board are being met.
- Report to Council of Society on activities of the Society
- Handle such other responsibilities the ISA Executive Board or Council of Society Delegates assigns to the chair

EXB 3 Responsibilities

The Executive Board is responsible for administering and overseeing the activities of the Society within the authority delegated by the ISA Bylaws and shall have all power and authority vested in a board of directors of a nonprofit corporation under law. [See Bylaws Article XIII, Paragraph 1].

In addition to setting the strategic direction for the Society, the ISA Bylaws charge the Executive Board with the following responsibilities:

- Establish and approves an annual budget. [See Bylaws Article XVIII]
- Define the functions and responsibilities of Society units through its authority to review and approve all changes to the Society's Manual of Organization and Procedures [See Bylaws Article XIII].
- Schedule the Annual Meeting and other meetings of the Society and calls special meetings of the Council of Society Delegates. [See Bylaws Article XII]
- Employ the Executive Director. [See Bylaws Article XIII]
- Propose amendments of the Bylaws to the Council of Society Delegates. [See Bylaws Article XXIII]
- Elect Honorary Members and Fellows [See Bylaws Article IV]
- Excuse members from payment of dues. [See Bylaws Article IV]
- Establish reduced dues rates and benefits. [See Bylaws Article XVII]

- i) Fills vacancies on the Executive Board by interim appointment. [See Bylaws Article X]

EXB 3.1 Appointments

The Executive Board is responsible each year to select individuals to staff various Society standing committees. The appointments are to be approved by the entire Executive Board, with terms generally beginning on 1 January, or as outlined elsewhere in this MOP. Following is a list of appointments to be approved by the Executive Board:

Group	MOP ref	Appointee qualifications	Number
Admissions Committee	EXB 6.1.2	See MOP	Four (three-year terms, total of 12 members)
Automation Advisory Council	EXB 6.2.2	See MOP	Min of three
Compensation Committee	EXB 6.3.2	President, President-elect Secretary, Past President, Treasurer	None; all members are ex-officio as described
Finance Committee	EXB 6.4.2	See MOP	Executive Board approves chair
Honors & Awards Committee	EXB 6.6.2	See MOP	As needed to maintain committee at 20 members; see MOP
Investment Committee	EXB 6.6.2	Treasurer selects chair	Executive Board approves chair
Nominating Committee	EXB 6.7.2	Executive Board experience	Two
Social Media and Website Advisory Committee	EXB 6.9.2	Member of Executive Board or its standing committees	Chair and one member
Strategic Planning Evaluation Committee	SPL 6.2.2	Former Society President	One
ISA Executive Board	EXB 2	As required/agreed by the Executive Board	Minimum of zero, maximum of three at-large members
External Organizations	EXB 3.3	As required	Liaisons or Delegates, as required
ABET		<i>Responsibility for identifying and approving this appointment was moved to Executive Board at the request of PDD, June 2015</i>	As required

EXB 3.2 Financial Controls

The ISA Executive Board is responsible for the Society finances and investments, and may delegate to the Treasurer, the Executive Director, and other committees or groups as deemed appropriate such duties to facilitate and ensure the effective oversight of the Society's finances.

Any proposed expenditure submitted to the Executive Board of USD 25,000 or more not previously included in the approved annual budget must be reviewed by the Finance Committee for comment on the financial impact on the budget. If the budgeted surplus is less than the amount prescribed in budget Objective as defined in the Treasurer section of the MOP, a two-thirds vote of the Executive Board is required to approve any proposed expenditure of more than USD 25,000 not previously included in the approved annual budget (see EXB 6.4.5.2).

The normal administrative expenses of the Executive Board are defrayed by the annual budget allotment. Funds and other resources for projects not included in the budget require Executive Board approval.

EXB 3.3 External Relationships

Relationships may be established between ISA and other organizations when beneficial to the Society. The Executive Board will establish the policies and procedures that will govern how these relationships are to be

managed. The Executive Board will have authority over any commitment of ISA resources to such a relationship or organization.

General oversight of ISA's external relationships is the responsibility of the President-elect Secretary.

The Executive Director or his/her designee will maintain a schedule of all approved relationships.

EXB 4 Administration

EXB 4.1 Meeting Procedures

Meetings of the Executive Board shall be called at the discretion of the President, except that there are no fewer than three regular Executive Board meetings each year (See Bylaws Article XIII). The President is responsible for selection of dates and locations for meetings, and will usually make these selections a year in advance in order to allow Board members to plan for their attendance. The President-elect Secretary acts as Secretary of all meetings of the Society.

In addition to the standard ISA guidelines for meetings, the following specific considerations apply to ISA Executive Board meetings.

EXB 4.1.1 Notice of Meetings

Regular meetings of the Executive Board will be scheduled in advance and no additional, formal notice of the time, date, or place is required. Special meetings of any of the boards may be called by the President at any time on notice given by written or electronic means of at least (14) fourteen days. Special meetings may be held in person or by any other means of communication permitted by statute or the Bylaws. In addition, as permitted by statute, twenty percent of the members of the Executive Board may call a special meeting of the Executive Board after giving notice in the same manner. (See N.C. General Statute §55A-8-22).

EXB 4.1.2 Agenda

The Society President reviews and establishes an agenda for each Executive Board Meeting. The agenda is composed of items which are identified by members of the Board, Assembly chairs, and Vice Presidents, or by referral from the Executive Director. Matters originating in sections requiring Executive Board action are usually brought to the Board by the Geographic Assembly chair.

The agenda and supporting documentation are distributed by the Executive Director about two weeks before the date of the meeting. Documentation includes the preliminary Board agenda and attachments. Subsequent mailings or additional proposals for documentation will be made if they can be received prior to the meeting. To the extent practical, the agenda and supporting documentation may be provided by electronic means.

EXB 4.1.3 Executive Board Meeting Minutes

The Executive Board meeting minutes are the record of official actions of the Board. Actions of the Board requiring changes of documentation in various manuals should be pointed-out by the moving officer.

EXB 5 Procedures

EXB 5.1 Society Policies and Operational Guidelines

The Executive Board reviews and updates the Society Policies and Operational Guidelines (POG) document governing the activities of the Society, and the activities of those acting for or on behalf of the Society. These are included in a separate document.

EXB 5.2 Strategic Planning Process

The Executive Board, working with the Strategic Planning Department, shall establish such procedures, policies, and related schedules to ensure the Society's strategic goals remain consistent with the Society's mission.

EXB 5.3 Budget Process

The Executive Board, under direction of the Treasurer and Executive Director, shall establish such procedures, policies, and related schedules to ensure a timely and open annual budget process is followed, consistent with the Society's mission and strategic plan. See OFC 4.2.5 for details and objectives regarding the budget process.

EXB 5.4 Establishing Standing or Ad-hoc Groups

The Executive Board shall have the ability to establish standing or ad-hoc groups, as well as any policies or procedures necessary to facilitate the implementation of the various duties outlined in the Bylaws, referenced in EXB 3, Responsibilities. Standing committees shall be described in the MOP; see section EXB 6 Standing Committees.

EXB 5.5 External Relationships

Any new or existing relationships with other organizations are to be reviewed annually by the Executive Board, as described in the Guidelines for External Relationships included in the Society Policies and Operational Guidelines (POG) document. This would include decisions to continue or discontinue such relationships, as well as appointments of individuals as liaisons or delegates to the other organizations.

EXB 6 Standing Committees

The Executive Board shall establish standing or ad hoc committees and, as appropriate assign oversight to a designated Executive Board member. Creation of standing or ad hoc committees not reporting directly to the Executive Board is delegated to the appropriate body.

Standing committee member and chair appointments and approvals are intended to be completed before 31 December with all terms beginning on 1 January. Where a Society Officer is identified as recommending appointments this would be the person holding that office in the year of the appointments.

Chairs of the standing committees are expected to:

- a) Staff their committees with an adequate number of capable individuals and provide for succession to their chairs.
- b) Set objectives and plan their activities for at least one year, and for such additional years as may be practical.
- c) Call and hold meetings as needed to accomplish their objectives. Send copies of meeting notices to the officer in charge and to the Executive Director.
- d) Provide or assure the provision of minutes of meetings to committee members, the officer in charge and the Executive Director.
- e) Submit an annual report of the committee's accomplishments.
- f) Provide news stories on committee activities to the Society newsletter.
- g) Provide written notice of appointments, reappointments or terminations of committee members to the officer in charge and to the Executive Director.
- h) Propose revisions, as needed, to the Manual of Organization and Procedures for the standing committee to the officer in charge.
- i) Maintain files and records that provide continuity in policies, plans and procedures and transmit them to the succeeding chairs.

Society Officers who are assigned responsibility for a Standing committee are expected to:

- a) Counsel the chair in staffing their committee and in providing for succession of leadership.
- b) Exercise general direction of chairs' plans and activities, evaluates their progress and results, and attends as many committee meetings as practical.
- c) Communicate information and assignments which may arise from actions of the Executive Board or from other Society units to chairs.
- d) Communicate the committees' recommendations or the results of special studies to the Executive Board or to other Society units.
- e) Call and conduct joint meetings of committee chairs when it is advantageous for coordination of the Society plans and programs.

Following are the standing committees of the Society, reporting to the Executive Board, established by the Executive Board itself, or as stipulated in the ISA Bylaws.

EXB 6.1 Admissions Committee

EXB 6.1.1 Purpose

The Admissions Committee will maintain the Society's standards for admission of Senior Members, Life Members, Life Fellows and for nomination of Fellows consistent with the requirements of the ISA Bylaws, Article IV, Paragraph 3.

EXB 6.1.2 Organization

Committee Membership

a	Size of Committee	Minimum of 12
b	Members appointed by:	Society President
c	Members approved by:	Executive Board
d	Member qualifications/ restrictions	Must be Fellows; two members must have no prior service on the Admissions Committee
e	Member Term	Two years
f	Member Reappointment	Maximum of eight years

Committee Chairperson

a	Chair appointed by:	Society President
b	Chair approved by:	Executive Board
c	Chair qualifications/ restrictions	At least three years of service on committee
d	Chair Term	One year
e	Chair reappointment	Maximum of two years

The Past President is the Society officer responsible for interface with the Executive Board.

EXB 6.1.3 Responsibilities

The Admissions Committee has the following responsibilities:

- Review and approve or reject applicants for Senior Member in accordance with the established procedures and criteria for admission.
- Review and approve or reject procedures and applicants for Life Member and Life Fellow in accordance with established criteria.
- Review all nominations for Fellow or Life Fellow and make recommendations (including the written citation) for election by the Executive Board.
- Develop and maintain the detailed qualifications for admission of Senior Members, Life Members, Life Fellows and Fellows.
- Develop and maintain forms and procedures for processing applications for Senior Members, Life Members, Life Fellows and nominations for Fellow or Life Fellow.

EXB 6.1.4 Administration

EXB 6.1.4.1 Frequency of meetings

The chair is authorized to call meetings, to conduct business of the committee and to administer the committee's affairs in accordance with the policies and procedures of the Society.

EXB 6.1.4.2 Reporting frequency

Periodic reports of the committee's activities are made by the chair to the Executive Board. A written report is submitted to the Executive Board as requested. Official files of correspondence and records are maintained confidentially by the staff designee.

EXB 6.1.5 Procedures

The committee reviews applications for Senior and Life and nominations for Fellow on the basis of qualifications set forth in the ISA Bylaws. [See Bylaws Article IV]

Members approved for advanced membership grades are notified as soon as possible following approval. The President notifies those approved for Fellow membership and the Executive Director notifies those approved for Senior and Life membership.

Members and nominators of Fellows not approved for advanced membership grades are notified by the committee as soon as possible following the action.

EXB 6.1.5.1 Procedures for Senior Member Applications

- a) New Member Applicants.
Applications are submitted to ISA Headquarters. Each applicant is immediately put on the society roll and the section is notified. Applications for Senior grade are directed to the chair of the Admissions Committee or the staff designee. Upon approval, the section and the Member are notified of the grade status.
- b) Advance in Grade to Senior Member by Present Members.
Applications are submitted to ISA Headquarters and forwarded to the Admissions Committee chair or the staff designee.

EXB 6.1.5.2 Review of Senior Member Applications

The staff designee reviews all applications and, if necessary, requests additional information from the applicant.

The staff designee processes all requests from applicants that clearly qualify. Questionable applications for Senior grade are forwarded to the committee chair at least monthly for acceptance or rejection. The chair may make a final determination of acceptance or rejection of questionable applicants. The chair informs the staff designee of the decision on each applicant, and the staff designee notifies the member and the section of the decision.

In any case in which the applicant is denied Senior grade, the applicant may appeal to the Admissions Committee in writing or in person. If the applicant is not satisfied with the decision, further appeal may be made to the ISA Executive Board through the Society President.

Whenever necessary to evaluate the qualifications of an applicant, references will be requested to provide supporting information on the applicant's qualifications. In the event of questions by the Admissions Committee or the Society President, the applicant may be requested to propose additional references. In all cases on which they are required to rule, the Admissions Committee chair or Society President will request letters from references.

EXB 6.1.5.3 Procedures for Life Member and Life Fellow Applications

Applications for Life Member and Life Fellow are submitted to ISA Headquarters and forwarded to the Admissions committee chair or the staff designee.

The staff designee reviews all applications and, if necessary, secures additional information from the applicant.

The staff designee processes request from applicants that clearly qualify, as defined in Bylaws Article IV, Paragraph 3e. All questionable applications for Life Member and Life Fellow are forwarded to the committee chair at least monthly for acceptance or rejection. The chair may make a final determination of acceptance or rejection of questionable applicants. The chair informs the Secretary of the decision on each applicant, and the staff designee notifies the member of the decision. The respective sections are notified of all advancements in grade.

In any case in which the applicant is denied Life membership, the applicant may appeal to the Admissions Committee in writing or in person. If the applicant is not satisfied with the decision, further appeal may be made to the ISA Executive Board through the Society President.

EXB 6.1.5.4 Procedures for Fellow Nominations

Nominations for ISA Fellow are submitted to ISA Headquarters and forwarded to the Admissions Committee chair or the staff designee. As stated in the Bylaws [Article IV, Section 3, Paragraph d] nominations must include evaluations from a minimum of five Fellow Members or a combination of nine Fellows and Senior Members.

Nominations submitted by the deadline, and which clearly meet all the basic requirements, are distributed to the committee for judging in accordance with pre-established procedures. Nominations submitted after the deadline are held until the next Fellow election, and the nominator is notified by the staff designee. If the nomination is incomplete, the staff designee will advise the nominator of corrective action required to make the nomination eligible for consideration in the next Fellow election.

In the event there are questionable nominations, the staff designee will discuss them with the chair prior to making the distribution. They may be included in the distribution or declared ineligible, and processed accordingly. The chair advises nominators of any nominations considered unsatisfactory for judging.

Nominations are reviewed and judged by the committee before the Executive Board meeting that is held during the Strategic Leaders Meeting. A majority vote is required for endorsement of the nomination to the Executive Board.

The name and citation for each nominee recommended by the committee are submitted by the Past President to the Executive Board for final action.

Current ISA Executive Board Members and Admissions Committee Members are not eligible to nominate, evaluate or formally endorse a candidate for ISA Fellow.

EXB 6.2 Automation Advisory Council

EXB 6.2.1 Purpose

The Automation Advisory Council [ACC] will help identify current and emerging trends in the automation community that will have the greatest relevance, value, and impact on the automation profession.

EXB 6.2.2 Organization

Committee Membership

a	Size of Committee	Minimum of three
b	Members appointed by:	President-elect Secretary
c	Members approved by:	Executive Board
d	Member qualifications/ restrictions	<ul style="list-style-type: none">- Must hold senior-level positions within their companies or organizations- Should come from industry, academic, or government organizations seeking balance and aligning with the strategic priorities of the Society.- Emphasis is also placed on coordination with the members and strategies of the Automation Federation with a liaison from the Automation Federation Board of Directors serving on the AAC and an AAC council member serving as a liaison to the Automation Federation Board of Directors.- President-elect Secretary is ex-officio member.- Executive Director is ex-officio member, non-voting.
e	Member Term	One year
f	Member Reappointment	No term limit

Committee Chairperson

a	Chair appointed by:	Society President is chair
b	Chair approved by:	Society President is chair
c	Chair qualifications/ restrictions	Society President is chair
d	Chair Term	One year
e	Chair reappointment	No

As chair, the President is the Society officer responsible for interface with the Executive Board.

EXB 6.2.3 Responsibilities

The Automation Advisory Council has the following duties:

- a) Help the Society identify new and current demands in industry, academia, and government.
- b) Actively promote the automation profession, the Society's value proposition, and ISA's products and services to key decision makers in targeted organizations, to facilitate introductions and meetings, and to participate in meetings/discussions, when possible.
- c) Recommend new programs, products, and services as well as enhancements to ISA's existing offerings.
- d) Assist ISA in development of strategic plans and related new business models for both long and short term initiatives.
- e) Be a primary source of world-wide market intelligence on key industry and technology developments and emerging trends affecting the automation profession and the automation community at large.

EXB 6.2.4 Administration

The chair may appoint ad hoc AAC sub-committees and task forces to investigate, gather information, provide liaison to other Society governance bodies, and make preliminary reports to the Council on specific programs.

The advice of the AAC is submitted to the Society President and Executive Director, who will act on them or refer them as needed to the appropriate Society body and/or staff. While information sharing is encouraged it is understood that from time to time business sensitive information will be discussed and will not be available for public consumption.

EXB 6.2.4.1 Frequency of meetings

The Council and its subcommittees meet as often as needed to accomplish the stated objectives but at least once annually. Council and subcommittee chairs shall develop agendas and appropriate supporting documentation for agenda items and through the ISA staff will arrange distribution to the entire Council.

EXB 6.2.4.2 Reporting frequency

Periodic reports of the Council's activities are made by the chair to the Executive Board. A written report is submitted to the Executive Board as requested. Official files of correspondence and records are maintained by the staff designee.

EXB 6.2.5 Procedures

The Council meets and supports the Society President as requested.

EXB 6.3 Compensation Committee

EXB 6.3.1 Purpose

The Compensation Committee is delegated the sole authority and power to determine the size, nature, and scope of the compensation program for the professional staff, including salary structure and benefits paid or provided to ISA employees. The Compensation Committee reviews the performance and sets the compensation of the Executive Director.

EXB 6.3.2 Organization

Committee Membership

a	Size of Committee	Five
b	Members appointed by:	Ex-officio
c	Members approved by:	Ex-officio
d	Member qualifications/ restrictions	President, President-elect Secretary, Past President, Treasurer. Executive Director is a non-voting member.
e	Member Term	Coincides with term of position years
f	Member Reappointment	None

Committee Chairperson

a	Chair appointed by:	Society President is chair
b	Chair approved by:	n/a
c	Chair qualifications/ restrictions	Society President is chair
d	Chair Term	One year
e	Chair reappointment	No

As chair, the President is the Society officer responsible for interface with the Executive Board. The Society President negotiates for the employment of an Executive Director and for continuing employment conditions.

EXB 6.3.3 Responsibilities

The Compensation Committee's duties are as follows:

- Assures that employee salaries and benefits are maintained on a par with comparable positions in industry and in other volunteer societies to enable the Society to attract and hold competent staff personnel.
- Reviews the total compensation program as often as it deems necessary, however salaries of individual employees, other than the Executive Director, are confidential and will not be disclosed to the Compensation Committee or the Executive Board unless required by law or deemed necessary by the Executive Director.
- Establishes, modifies, amends, terminates, and otherwise deals with all employee benefit plans having financial consequences, including those governed by the Employee Retirement Income Security Act (ERISA). Employee benefits may include: group health insurance; benefits required by statute such as Workmen's Compensation; pension plan; other retirement benefits; and other financial benefits as approved by the Compensation Committee or non-financial benefits as approved by the Executive Director.
- Conducts an annual review of the performance of the Executive Director in accordance with the policies defined below.

EXB 6.3.4 Administration

EXB 6.3.4.1 Frequency of meetings

The chair is authorized to call meetings, to conduct business of the committee and to administer the committee's affairs in accordance with the policies and procedures of the Society.

EXB 6.3.4.2 Reporting frequency

Periodic reports of the committee's activities are made by the chair to the Executive Board. A written report is submitted to the Executive Board as requested. Official files of correspondence and records are maintained confidentially by the staff designee.

EXB 6.3.5 Procedures

EXB 6.3.5.1 General Compensation Program

The Executive Director, and/or his or her designee, will report to the Compensation Committee on the effectiveness of the employee compensation program at his or her discretion or upon request of the Compensation Committee.

The Executive Director may engage a consultant to review the employee compensation program within the budget approved by the Executive Board. The Executive Director may propose new salary and benefit programs to the Compensation Committee.

The total budgeted costs for employee salaries and benefits and any consultant costs will be presented to the Executive Board in the annual Society budget.

EXB 6.3.5.2 Executive Director Compensation Program

The ISA Compensation Committee shall consider two primary sets of criteria regarding the Executive Director's compensation:

Basic Compensation Factors

- a) The prevailing rate for similar office, based on available facts and figures;
- b) Any recommendations by consultants for rate changes or compensation program components for similar office;
- c) The financial condition of the Society;
- d) The financial results of past 12 months;
- e) The committee members' personal criteria;
- f) The salary factor related to geography; and
- g) The years of experience in the position.

The qualifications and performance of the Executive Director shall be judged by factors including the following:

- a) The ability to set and achieve goals in support of the Society Mission, which includes all goals within the Strategic Plan including professional programs and positive revenue generation related to those programs;
- b) The ability to hire and manage an effective staff;
- c) Leadership qualities as judged by experience on the job and by his or her interaction with the Executive Board, and other Society governance groups;
- d) The degree of fulfillment of the previously agreed upon personal objectives for the year; and
- e) The degree of fulfillment of the Society's financial and non-financial objectives for the year.

The annual evaluation will include both a written and oral review with the Executive Director. The Compensation Committee may establish procedures and formats for these reviews and may designate one of its members to conduct either or both of these reviews or may conduct them as a committee. The committee may also require a self-evaluation by the Executive Director.

A summary of the annual evaluation will be provided as a confidential information item to the Executive Board.

All other records regarding the Executive Director's evaluation and compensation will be kept confidential by the Compensation Committee, Executive Director, and ISA Director of Human Resources and maintained in a file at ISA headquarters.

EXB 6.4 Finance Committee

EXB 6.4.1 Purpose

The Finance Committee will monitor the Society's fiscal policies and financial planning to assure the maintenance of a sound financial position for the Society.

EXB 6.4.2 Organization

Committee Membership

a	Size of Committee	Minimum of seven
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b	Members appointed by:	Finance Committee chair
c	Members approved by:	Treasurer
d	Member qualifications/ restrictions	- None - Geographic, Operational, Technical Assembly chairs are ex-officio members - Treasurer is an ex-officio member. - Staff Director, Finance and Administration is a non-voting, ex-officio member.
e	Member Term	One year
f	Member Reappointment	No term limit

Committee Chairperson

a	Chair appointed by:	Treasurer
b	Chair approved by:	Executive Board
c	Chair qualifications/ restrictions	None
d	Chair Term	One year
e	Chair reappointment	No term limit

The Treasurer is the Society officer responsible for interface with the Executive Board.

A vice-chair may be appointed by the chair with the concurrence of the Treasurer. The chair is authorized to designate one of the members of the committee, or the Director, Finance and Administration, as Secretary.

EXB 6.4.3 Responsibilities

The Finance Committee is responsible for the following:

- a) Analyze proposed budgets to determine if they are sound and in the best interests of the Society and presents conclusions and recommendations for changes, if any, to the Treasurer.
- b) Assist the Treasurer, as requested, in making budget presentations.
- c) Advise the Treasurer of economic changes that may affect the financial condition or operations of the Society.
- d) Present to the Treasurer recommendations for reserves, cash balances and investment of funds.
- e) Provide guidelines to the Investment Committee as to the relative proportions available for investment on a five-year, three-year, and one-year basis.
- f) Review periodic Financial Statements prepared by ISA.
- g) Analyze proposed major changes to approved budgets to determine if they are sound and in the best interest of the Society and presents conclusions and recommendations to the Treasurer.
- h) Conduct cost vs. benefit analyses on existing and new programs to develop recommendations to the Treasurer
- i) Review accounting and auditing procedures periodically with ISA Staff.
- j) Recommend potential improvements in Society fiscal operations or structure to the Treasurer.
- k) Bring problems and opportunities to the attention of the Executive Board.
- l) Review minutes of the Executive Board meetings for fiscal implications.
- m) Review the Society Strategic Plan and the resources needed to achieve the desired future results.
- n) Review annual business plan with particular attention to the budget draft and periodic financial reports.
- o) Oversee the Society's Charitable Contributions Program and the ISA Foundation (see POG, and EXB 6.4.5.3).

EXB 6.4.3.1 Appointments

The Finance Committee is responsible to select individuals to staff various Society standing committees. The appointments are to be made by Chair, subject to approval of Committee, with terms generally beginning on 1 January, or as outlined elsewhere in this MOP. Following is a list of appointments to be approved by the Finance Committee:

Group	MOP ref	Appointee qualifications	Number
Evaluation Committee	SPL 6.2.2	Member of Finance Committee	One

EXB 6.4.4 Administration

EXB 6.4.4.1 Frequency of meetings

The committee meets as needed and sufficiently before the annual meeting to review the proposed budget for the following fiscal year.

The chair is authorized to call meetings, to appoint subcommittees, to request other Society committees to appoint liaison representatives to his or her committee when needed, and to administer the committee's affairs in accordance with the policies and procedures established by the Society.

EXB 6.4.4.2 Reporting frequency

Periodic reports of the committee's activities are made by the chair to the Executive Board. A written report is submitted to the Executive Board as requested.

EXB 6.4.5 Procedures

EXB 6.4.5.1 Budget Review

The Finance Committee reviews the annual budget draft and makes recommendations regarding the budget to the Treasurer prior to review by the Executive Board. The initial budget draft prepared by staff shall include all known income and expenses. Refer to OFC 4.2.5.2 for details about budget development process.

EXB 6.4.5.2 Expenditures in Excess of USD 25,000

The Finance Committee will review any motion submitted for action by the Executive Board that would result in any modification, alteration or addition to the approved annual budget above USD 25,000.00 prior to the Executive Board meeting and provide comments and guidance. (See also EXB 3.2)

EXB 6.4.5.3 Charitable Contribution Matching Funds

The Finance Committee will establish the total amount of funds that ISA will make available in the next fiscal year as matching funds for contributions received by the ISA Foundation, where the Executive Board has authorized matching funds. The Finance Committee will establish this amount at the annual review of the draft budget for the next fiscal year. Approval for matching funds in excess of the limit set by the Finance Committee will require a two thirds majority vote of the Executive Board.

EXB 6.4.5.4 ISA Foundation

The Finance Committee will oversee the assets of the ISA Foundation, following the policies established for Charitable Contributions and the Foundation (see POG). The Finance Committee may delegate authority for allocation of these funds to other groups, such as the Student Scholarship Committee (see EXB 6.5.6.1).

EXB 6.5 Honors & Awards Committee

EXB 6.5.1 Purpose

The ISA awards program endeavors to stimulate, enhance, encourage, acknowledge and reward outstanding contributions to ISA and the automation profession by providing an avenue for individuals to compete for recognition within established categories.

EXB 6.5.2 Organization

Committee Membership

a	Size of Committee	Minimum of 20 plus chair, vice chair, and past chair
b	Members appointed by:	Society President
c	Members approved by:	Executive Board
d	Member qualifications/ restrictions	- Senior Members, Life Senior Members, Honorary Members, Fellows, Life Fellows, and former Division Directors. - Current Executive Board members are not eligible.
e	Member Term	Three years
f	Member Reappointment	Six years maximum consecutive service

Committee Chairperson

a	Chair appointed by:	Society President
b	Chair approved by:	Executive Board
c	Chair qualifications/ restrictions	Past President, once removed
d	Chair Term	One year
e	Chair reappointment	No

Committee Vice Chairperson

a	Vice Chair appointed by:	Society President
b	Vice Chair approved by:	Executive Board
c	Vice Chair qualifications/ restrictions	Past President
d	Vice Chair Term	One year
e	Vice Chair reappointment	No

The Past President is the Society officer responsible for interface with the Executive Board.

EXB 6.5.3 Responsibilities

The Honors and Awards Committee administers ISA's awards program in accordance with the procedures approved by the Executive Board. In this role the committee will also:

- a) Foster development of, and monitor the operation and effectiveness of, ISA's awards policies and procedures.
- b) Continually seek to enhance the quality and integrity of the awards process.
- c) Oversee the methods to recognize honorees and members elected to the grade of Fellow.
- d) Serve as a resource to all Society units for counsel and aid with respect to the awards program.

EXB 6.5.4 Administration

The chair may appoint subcommittees and ad hoc committees as needed to carry out the responsibilities of the committee.

The committee maintains, at Society Headquarters, records of all candidates recommended for three years.

A quorum for conducting business shall be 10 members of the H&A Committee.

EXB 6.5.4.1 Frequency of meetings

The chair is authorized to call meetings, to conduct business of the committee and to administer the committee's affairs in accordance with the policies and procedures of the Society.

EXB 6.5.4.2 Reporting frequency

Periodic reports of the committee's activities are made by the chair to the Executive Board. A written report is submitted to the Executive Board as requested.

The committee's recommendations are presented to the Executive Board for action at the Strategic Leaders Meeting.

EXB 6.5.5 Procedures

The Honors & Awards Committee annually receives all award nominations for defined Society awards, reviews the candidate qualifications and recommends to the Executive Board honorees for approval.

Following Executive Board approval, the President informs honorees of their selection for recognition.

Candidates not selected and their nominators are notified by the Honors and Awards Committee chair.

All honorees selected for recognition will be presented the ISA APEX Award, engraved with award name, honoree name, and date.

EXB 6.5.5.1 Honors and Awards Nominations

Award nominations are made in the appropriate format and include the following basic information: nominator name and contact information, candidate name and contact info, award name for which the candidate is recommended, and description of contributions that merit recognition. Committee members and candidates are encouraged to work together to provide documentation. Specific award requirements are defined in Award Categories section below.

Candidate documentation is kept in the strictest confidence; however, the names of candidates may be disclosed at the discretion of the H&A Committee chair.

Nominations may not carryover however re-nominations are permitted.

If, in the opinion of the H&A Committee, a nominee appears to be more qualified for an award other than the one for which the candidate is nominated, the nomination may be shifted to another category.

One honoree will be selected for each award, unless otherwise designated. At the discretion of the H&A Committee, an award may be shared by more than one recipient if more than one person is identified by the nominator as participating in the achievements for which the honor is being awarded. In this event, each honoree will receive a proportional share of any honorarium and each will receive an APEX award.

It is acceptable that no honoree be selected for an award if, in the opinion of the H&A Committee or membership, there is no qualified candidate.

The sequence of activities and responsibilities for granting an established award is as follows:

- a) Submission of nomination by 31 March.
- b) Acknowledgment of nomination to nominator and/or candidate.
- c) Confirmation by Staff that the candidate meets the basic award criteria.
- d) Evaluation of nominations by the H&A Committee for awards recommended by H&A Committee.
- e) Announcement of member choice award nominations and open voting period.
- f) H&A Committee recommended awards presented to Executive Board for action at the Strategic Leaders Meeting.
- g) Notification and verification of candidate acceptance by President (via Staff).
- h) Announcement of candidate selections in all award categories.
- i) Award presentations.

Members of the ISA H&A Committee and ISA Executive Board are not eligible to receive Society awards in categories evaluated and recommended by the H&A Committee and approved by the Executive Board. H&A

Committee members who are nominated and wish to be considered as a candidate must resign from the H&A Committee.

Members of the ISA Executive Board and ISA H&A Committee may not nominate and/or formally endorse a candidate for an ISA award or honorary membership unless otherwise defined for a specific award.

EXB 6.5.5.2 Endowed Awards

Society endowed awards are administered by the Honors & Awards Committee as defined in the Society Awards Policy (See Policies and Operational Guidelines document).

EXB 6.5.5.3 Establishing New Awards

The establishment of a new or revised award requires approval of the Executive Board. The sequence of activities and responsibilities for establishing a new award are as follows:

- a) The individual or group recommending the new award submits a petition to the H&A chair.
- b) The chair appoints a task force including a minimum of four members of the H&A Committee to study the petition, and make appropriate recommendations to the committee. It is expected that the task force will work with the petitioners to fully understand the intent of the petitioners.
- c) For non-endowed awards, the task force will identify the existing award that will be retired in its place. This is intended to avoid proliferation of narrowly defined award categories.
- d) If the committee does not accept the petition, the chair communicates with the petitioners, stating the reason that the committee did not accept the petition.
- e) If the committee accepts the petition, the H&A Committee presents a recommendation to the Executive Board for action. The recommendation should provide evidence that the award meets the criteria for establishment of awards and provide the funding method for administration of the award.
- f) Following action of the Executive Board, the chair notifies the petitioners of the Board action.

EXB 6.5.6 Award Categories

EXB 6.5.6.1 Excellence in Leadership

Description: Recognizes an individual who has made significant contributions to the industry and/or profession to advance automation.

Criteria: The individual's vision has fostered a paradigm shift that has advanced automation or their leadership has created and/or promoted initiatives that have had a sustained impact on the profession, and the contributions and innovations have enhanced social value

Nomination Process: Candidates are identified and evaluated by a subcommittee of the H&A Committee. When deemed appropriate by the subcommittee, candidates may be recommended to be granted Honorary Membership in conjunction with receipt of the award.

Administration and Judging: Recommendation of the H&A Committee is submitted to the Executive Board for approval.

EXB 6.5.6.2 Excellence in Technical Innovation - Corporate

Description: Recognizes the company whose contributions and innovations have enhanced social value.

Criteria: The contribution and/or innovation of the company provides a solution to a significant current social, economic, technical, and/or environmental challenge.

Nomination Process: Candidates are nominated by the membership on the proper form by the designated deadline. Nominations are reviewed by a subcommittee of the H&A Committee.

Administration and Judging: Recommendation of the H&A Committee is submitted to the Executive Board for approval.

EXB 6.5.6.3 Excellence in Technical Innovation, Endowed by UOP - Individual

Description: Recognizes an individual who has played a critical role in the conception, design, and/or implementation of an innovative product, process and/or service.

Criteria: The product, process and/or service has had profound impact on the effected industry, must be substantially described in at least one published patent, paper, or unclassified formal report, and displays technological originality; usefulness; and the successful implementation of the principles involved.

Nomination Process: Candidates are nominated by the membership on the proper form by the designated deadline. Nominations are reviewed by a subcommittee of the H&A Committee.

Administration and Judging: One overall honoree will be selected. In addition, based upon nominations, up to three honorees may be selected in a specific technology area. Awards citations will be written to identify the specific technology that is being recognized. Recommendation of the H&A Committee is submitted to the Executive Board for approval.

EXB 6.5.6.4 Excellence in Analytical Innovation, Endowed by ISA Analysis Division

Description: Recognizes an individual who has played a critical role in the conception, design, and/or implementation of an innovative product, process and/or service in the analytical technology field.

Criteria: The product, process and/or service has had profound impact on the analytical industry, must be substantially described in at least one published patent, paper, or unclassified formal report, and displays technological originality; usefulness; and the successful implementation of the analytical principles involved.

Nomination Process: Candidates are nominated by the membership on the proper form by the designated deadline. Nominations are reviewed by a subcommittee of the H&A Committee.

Administration and Judging: One honoree will be selected. Recommendation of the H&A Committee is submitted to the Executive Board for approval.

EXB 6.5.6.5 Excellence in Technical Presentation

Description: Recognizes the most outstanding paper, article, presentation, or document published and/or presented on behalf of ISA that introduces a new technology or explains an existing automation process.

Criteria: The purpose, discourse, and treatment of subject matter is easily discernible, or definite, or comprehensible so that a qualified reader/viewer has no unanswered questions. The paper, article, presentation, or document that has not been professionally edited (e.g. *InTech* articles), was not written under contract, and introduces a new technology or explains an existing automation process.

Nomination Process: Top technical papers and/or presentations are identified based on evaluations and/or member recommendation, and/or outstanding division symposia papers and/or presentations as judged by division, and/or articles, papers, or documents that have not been professional edited submitted by members at large by the designated deadline.

Administration and Judging: Papers, presentations, and/or documents are reviewed and rated by a designated committee using common criteria. The top five papers, presentations and/or documents, based on numerical scoring by the review committee are presented to an H&A subcommittee for final review and selection. Recommendation of the H&A Committee is submitted to the Executive Board for approval.

EXB 6.5.6.6 Excellence in Society Service

Description: Recognizes an ISA member for distinguished and dedicated volunteer service the Society.

Criteria: The member has a minimum of 10 years of continuous service in leadership positions at multiple levels within the society, and contributions have produced tangible and documented results.

Nomination Process: Candidates are nominated by the membership on the proper form by the designated deadline. Nominations are reviewed by a subcommittee of the H&A Committee.

Administration and Judging: Recommendation of the H&A Committee is submitted to the Executive Board for approval.

EXB 6.5.6.7 Excellence in Enduring Service

Description: Recognizes dedicated volunteer service to the Society at the grassroots level.

Criteria: The member has a minimum of 15 years of continuous service in a leadership position(s) within the society.

Nomination Process: Candidates are nominated by the membership on the proper form by the designated deadline. Nominations are reviewed by a subcommittee of the H&A Committee.

Administration and Judging: Recommendation of the H&A Committee is submitted to the Executive Board for approval. This award may be presented to multiple (up to five) honorees.

EXB 6.5.6.8 Section Excellence

Description: Recognizes an ISA section, regular or student, for development and/or execution of programs, initiatives, activities, and/or services to advance the mission of the Society.

Criteria: The Section must have activities, programs, initiatives, and/or services in the previous three years that have provided significant value to the members of the section. This performance will be weighted as 25% of the total scoring.

The Section must have an outstanding initiative, which has been successfully launched and implemented in the previous calendar year and has produced tangible and documented results, which supported and/or advanced the mission of the Society. This performance will be weighted as 75% of the total scoring.

Nomination Process: Candidates are nominated by the respective District Vice Presidents on the proper form by the designated deadline. The nomination form should be completed by the Section President for review, approval, and submission by the District Vice President. Nominations will describe in 500 words or less the activities of the section and the outstanding initiative undertaken, how this initiative supports the Society's mission, provide examples of the results achieved, and the benefits to the section and members. Nominations are reviewed by a subcommittee of the H&A Committee.

Documentation requirements include:

- General description of the section (regular or student section, number of members, location, etc.) and of its regular activities during the previous three years. (100 words limit)
- Description of the outstanding initiative undertaken in the past calendar year. (150 words limit)
- Description of how this initiative supports the Society's mission. (100 words limit)
- Description of the results achieved from the initiative and the benefits attained by the Section and the members. (150 words limit)

Administration and Judging: Recommendation of the H&A Committee is submitted to the Executive Board for approval. The section type, size, and overall operation will be used to establish the criteria for an active section and to evaluate the outstanding initiative that was implemented. The innovation of the outstanding initiative, the degree

of support for the Society Mission, and the overall benefit to the Section and the members will be used to complete the evaluation. A maximum of three sections will be announced as finalists for the recognition, with the final selection announced at the annual Honors & Awards Gala. All runners-up will be recognized at the H&A Gala and the achievements noted.

EXB 6.5.6.9 Section Leader Excellence

Description: Recognizes a section leader who, in the previous year, has demonstrated exceptional leadership and/or provided a specific service within a section to advance the mission of the Society.

Criteria: The leader's activities in the previous year provided exceptional value to a section.

Nomination Process: Candidates are nominated by the membership on the proper form by the designated deadline. Nominations are reviewed by a subcommittee of the H&A Committee. The Geographic Assembly chair may designate up to two representatives to serve on this subcommittee.

Administration and Judging: Recommendation of the H&A Committee is submitted to the Executive Board for approval.

EXB 6.5.6.10 Division Excellence

Description: Recognizes an ISA division for development and/or execution of programs and/or services to advance the mission of the Society.

Criteria: Activities in the previous year have provided exceptional value to the members of the division, produced tangible and documented results, and supported and/or advanced the mission of the Society.

Nomination Process: Candidates are nominated by the Department Vice Presidents on the proper form by the designated deadline. Nominations will describe in 200 words or less a description of the initiative undertaken, how it supports the Society's mission and provide examples of the results achieved. Nominations are reviewed by a subcommittee of the H&A Committee.

Administration and Judging: Recommendation of the H&A Committee is submitted to the Executive Board for approval.

EXB 6.5.6.11 Division Leader Excellence

Description: Recognizes a division leader who, in the previous year, has provided exceptional efforts in organization, development and/or implementation to further a technical division and for services to advance the mission of the Society.

Criteria: The leader's activities in the previous year have demonstrated exceptional technical leadership essential to the organization, development and/or implementation of a technical division to advance the mission of the Society.

Nomination Process: Candidates are nominated by the membership on the proper form by the designated deadline. Nominations are reviewed by a subcommittee of the H&A Committee. Technical Department Vice Presidents may be included in the subcommittee or designate a Division representative to serve on this subcommittee.

Administration and Judging: Recommendation of the H&A Committee is submitted to the Executive Board for approval.

EXB 6.5.6.12 Standards Excellence

Description: Recognizes an ISA standards committee member for exceptional efforts in organization, development and/or administration to further the development of ISA standards and for services to advance the mission of the Society.

Criteria: Exceptional leadership and/or technical knowledge essential to the organization, development and/or administration of ISA standards to advance the mission of the Society.

Nomination Process: Candidates are nominated by the Department Vice Presidents on the proper form by the designated deadline. Nominations will describe in 200 words or less a description of the initiative undertaken, how it supports the Society's mission and provide examples of the results achieved. Nominations are reviewed by a subcommittee of the H&A Committee.

Administration and Judging: Recommendation of the H&A Committee is submitted to the Executive Board for approval.

EXB 6.5.6.13 Volunteer Leader of the Year

Description: Recognizes the volunteer leader who, in the previous year, has provided the most outstanding service to advance the mission of the Society unmatched by other leaders.

Criteria: The leader's activities in the previous year have demonstrated exceptional leadership in any Society capacity.

Nomination Process: Candidates are nominated by the membership on the proper form by the designated deadline. Nominations are reviewed by a subcommittee of the H&A Committee.

Administration and Judging: Recommendation of the H&A Committee is submitted to the Executive Board for approval.

EXB 6.5.6.14 Mentoring Excellence

Description: Recognizes a member who has, in the previous year, excelled in mentoring students and/or young professionals in automation or student sections in advancing the mission of the Society.

Criteria: The member's activities in the previous year have promoted and encouraged student and/or young professional growth and involvement in automation and ISA programs.

Nomination Process: Candidates are nominated by the membership on the proper form by the designated deadline. Nominations are reviewed by a subcommittee of the H&A Committee.

Administration and Judging: Recommendation of the H&A Committee is submitted to the Executive Board for approval.

EXB 6.5.6.15 Excellence in Education

Description: Recognizes an individual who has developed and/or enhanced established educational programs to advance the automation profession in educational institutions.

Criteria: The individual has developed a program that has been adopted by an academic institution or has furthered an established program producing substantial and tangible results, and/or has demonstrated outstanding administrative capability in advancing the goals of an established educational program.

Nomination Process: Candidates are nominated by the membership on the proper form by the designated deadline. Nominations are reviewed by a subcommittee of the H&A Committee.

Administration and Judging: Recommendation of the H&A Committee is submitted to the Executive Board for approval.

EXB 6.5.7 Standing Committees

EXB 6.5.7.1 Student Scholarships Activities Committee

EXB 6.5.7.1.1 Purpose

The Student Scholarship Activities Committee will discuss and define procedures and criteria for the award of undergraduate and graduate scholarships to students pursuing a degree in instrumentation, systems, and automation or a related field. The committee reviews scholarship applications and presents a list of nominees to the Honors and Awards Committee for review and submission to the Executive Board for approval.

EXB 6.5.7.1.2 Organization

Committee Membership

a	Size of Committee	Minimum of three plus chair
b	Members appointed by:	Honors and Awards Chair
c	Members approved by:	Executive Board
d	Member qualifications/ restrictions	None
e	Member Term	One year
f	Member Reappointment	Six years maximum consecutive service

Committee Chairperson

a	Chair appointed by:	Honors and Awards Chair
b	Chair approved by:	Executive Board
c	Chair qualifications/ restrictions	None
d	Chair Term	One year
e	Chair reappointment	Three years maximum consecutive service

EXB 6.5.7.1.3 Responsibilities

The Student Scholarship Activities Committee administers scholarships funded by the ISA Education Foundation. The committee has the following specific responsibilities:

- Establish criteria for the award of ISA scholarships
- Review scholarship applications according to the established guidelines
- Recommend scholarship award amount and present nominees to the Honors and Awards Committee for review and submission to the Executive Board for approval
- Notify the recipients upon approval of scholarship

EXB 6.5.7.1.4 Administration

Meeting procedures, frequency of meetings, and reporting frequency are consistent with the information provided in DEP 4.

EXB 6.5.7.1.5 Procedures

The Committee follows established procedures for a fair and unbiased review of scholarship applications. These procedures shall be consistent with ISA's Policies and Operational Guidelines.

EXB 6.6 Investment Committee

EXB 6.6.1 Purpose

The Investment Committee shall advise and assist the Treasurer on the investment of ISA reserve funds, hereafter referred to as the ISA Investment Fund. The objective is to emphasize preservation of capital, long term growth, and current income.

EXB 6.6.2 Organization

Committee Membership

a	Size of Committee	Minimum of three
b	Members appointed by:	Investment Committee chair
c	Members approved by:	Treasurer
d	Member qualifications/ restrictions	- One member must also be a member of the Finance Committee - Treasurer is an ex-officio member. - Staff Director, Finance and Administration is an ex-officio member. - In view of the expertise required, non-members of ISA shall be eligible for appointment as voting members of the committee
e	Member Term	One year
f	Member Reappointment	No term limit

Committee Chairperson

a	Chair appointed by:	Treasurer
b	Chair approved by:	Executive Board
c	Chair qualifications/ restrictions	None
d	Chair Term	One year
e	Chair reappointment	No term limit

The Treasurer is the Society officer responsible for interface with the Executive Board.

EXB 6.6.3 Responsibilities

The Investment Committee may recommend selection and will oversee the performance of professional Investment Manager(s) who will in turn make all detailed investment decisions. The Investment Committee will not make detailed investment decisions, but will provide guidelines to the Investment Manager(s) as to acceptable types of investments, acceptable risks, and the relative distribution of funds into different types of investments.

To accomplish this charge, the Investment Committee will:

- Select investments and/or recommend the engagement of a professional Investment Manager(s) as deemed appropriate. This includes the responsibility to recommend replacement of a manager for whatever reason the Investment Committee feels appropriate.
- Consult with, review actions of, and review results of the Investment Manager(s) on a regular, periodic basis.
- Evaluate the performance of the Investment Manager(s) and advise the Treasurer and Finance Committee as appropriate.
- Review the status of funds not under the jurisdiction of the Investment Manager(s) and to make recommendations concerning these funds.
- Make whatever prudent changes are necessary in investment mix, i.e. the proportionate ratio of fixed income, equities, etc. in order to realize the investment objectives.
- Inform the Treasurer immediately as to changes in the investment mix.
- Set targets and standards by which performance of the Investment Fund and of the Investment Manager(s) can be measured, compared and evaluated.

Responsibility for the prudent investment of ISA reserve funds rests with the Treasurer.

EXB 6.6.4 Administration

The Treasurer shall review periodically the operation of the Investment Committee and shall require such notices and reports as may be required to permit such reviews. Copies of reports shall be given to the Finance Committee for their review and recommendation to the Treasurer.

EXB 6.6.4.1 Frequency of meetings

The committee meets as needed and sufficiently before the annual meeting to review the proposed budget for the following fiscal year.

The chair is authorized to call meetings, to appoint subcommittees, to request other Society committees to appoint liaison representatives to his or her committee when needed, and to administer the committee's affairs in accordance with the policies and procedures established by the Society.

EXB 6.6.4.2 Reporting frequency

Periodic reports of the committee's activities are made by the chair to the Executive Board. A written report is submitted to the Executive Board as requested.

EXB 6.6.5 Procedures

The Investment Fund of ISA has no identity other than it consists of general ISA monies recommended by the Finance Committee for investment. The fund is an operating financial segment of ISA's overall financial operation and is considered a resource for unusual or catastrophic events.

EXB 6.7 Nominating Committee

EXB 6.7.1 Purpose

The Society Nominating Committee will develop a ballot of qualified nominees for the offices of President-elect Secretary, Treasurer, Executive Board, and Department Vice Presidents-elect.

EXB 6.7.2 Organization

The Nominating Committee composition is defined in Bylaws Article XI, Paragraph 1, a.

Committee Membership

a	Size of Committee	Minimum of 13
b	Members appointed by:	Geographic Assembly (3) Operational Assembly (3) Technical Assembly (3) Executive Board (2)
c	Members approved by:	Respective Assemblies or Executive Board
d	Member qualifications/ restrictions	- Past President, ex officio, Sergeant-at-Arms, non-voting - Society members who have served in leadership positions in the Society. - Current Officers, District or Department Vice President, District or Department Vice President-elects, or Executive Board members may not serve as committee members. - Former Presidents may not serve as committee members.
e	Member Term	One year
f	Member Reappointment	Four years lifetime maximum

Committee Chairperson

a	Chair appointed by:	Ex-officio
b	Chair approved by:	N/A
c	Chair qualifications/ restrictions	Most recent available Former President, non-voting
d	Chair Term	One year
e	Chair reappointment	No

Chair is authorized to designate one of the members of the committee, or a staff designee, as Secretary.

EXB 6.7.3 Responsibilities

Committee members make themselves knowledgeable of the needs of the Society as a whole and of the requirements to fulfill the duties of Society level positions.

Committee members respect the confidentiality of the nominating process. The discussions, debate, and qualifications of candidates should not be revealed to others before, during, or after the committee deliberations. Candidate interviews and deliberations are held in closed sessions.

Members of the committee provide a diversity of experience with which to evaluate candidates but are not intended to represent any specific constituency of the Society.

EXB 6.7.4 Administration

EXB 6.7.4.1 Frequency of meetings

The Nominating Committee meets as needed to develop a slate of qualified candidates for each position that is to be on the ballot.

EXB 6.7.4.2 Reporting frequency

The chair notifies the President of the official slate of nominees after all nominees are confirmed and by such time as to allow the President to publish a brief biography and statement of vision and goals for each candidate at least 30 days prior to the scheduled election period.

EXB 6.7.5 Procedures

The Nominating Committee chair will publish the positions for which nominations are being accepted. Any member may submit the name and ISA position for which a candidate is being nominated to Society Headquarters by the stated deadline. Candidates will be notified of their suggested candidacy and advised of the name of their nominator.

The chair and members of the committee are not eligible for nomination to elected office. If a member of the committee is nominated for an elected office and wishes to be considered as a candidate, they must resign from the committee before distribution of candidate materials to the Nominating Committee. The chair is to advise any nominated members of this rule prior to the first meeting of the committee each year.

The chair should determine from each candidate the possibility of accepting the nomination. Realizing the great burden of time and money imposed upon elected leaders and their employers, an opportunity exists to contact the candidate's employer at the discretion of the candidate, however no contact with the candidate's employer is to be made except at the request of the candidate. In the case of a negative answer, the chair will remove the nominee's name from consideration.

During the nomination submittal period, names of candidates may be made available by the Nominating Committee chair. After the nomination deadline has passed, the Nominating Committee chair will make available the list of candidates submitted and the positions for which they were nominated. This is not intended to be a publicly posted list but will be made available as requested. Individuals may be recommended for more than one office and/or considered for more than one office by the committee.

The selection process has three steps:

- a) Organizing meeting. Only committee members, the committee chair (a Former President) the Sergeant-at-Arms (Past President), and the committee secretary may be present. The chair explains procedures, entertains questions, and verifies the slate of viable candidates with committee members.
- b) Candidate interviews. The candidates may speak individually in closed session before the committee. Candidates make their presentations without interruption. Afterward, members may question the candidates individually, but no discussion is permitted among Members at this time. Additional discussion concerning the qualifications of the various candidates may be held after the presentation.
- c) Candidate selection for ballot. Meeting is limited to committee members and the chair. A quorum is required. A non-weighted method of balloting is used and all ballots are secret. At least one candidate is chosen for each Society position open.

No proxies are permitted and only a committee member present at the meeting is permitted to vote.

After deliberations are completed, the chair will contact all nominees to inform them of the outcome of his or her candidacy. All candidates chosen to be on the ballot will be asked to reconfirm their willingness to stand for election. If a candidate indicates they will not be able to serve, the candidate's name will not be placed on the ballot.

If there are no candidates remaining for a Society officer or Executive Board position, the chair, the Society President, or the Executive Board shall have the authority to call for additional nominations and another meeting of the Nominating Committee.

EXB 6.7.6 Guide to the Selection of Nominees

The following policies are a guide to the committee in the selection of nominees for Society office.

The candidates must meet all of the requirements set forth in the Bylaws [Article X, Section 2].

In the selection of nominees, full consideration is given to the ability of each individual to perform the specific duties required for each office. In addition to meeting the qualifications for office proscribed by the Bylaws, nominees must be capable of fulfilling the substantial responsibilities involved, and able to uphold and carry forward the ideals, policies and traditions of ISA.

Previous leadership experience within the Society will be one of the factors in evaluating a candidate's qualifications.

EXB 6.7.6.1 Candidate Characteristics

The following characteristics should be considered in the selection of nominees:

- Awareness of the Society's mission in our fast-changing technological world and ability to lead the Society in the development of programs to keep pace with these changes.
- Enjoys the respect and confidence of colleagues and Society members involved with Society activities within the area of responsibility of the position.
- Competence in the expression of the Society's views to others through public speaking and other forms of communication.
- Can think of the "Society's" position and can impartially serve all segments of ISA's membership.
- Is adaptive to change and the relationships associated with management.
- Has negotiating skills to maintain rapport with peers and other ISA officers and leaders, yet has the potential of being able to convince and motivate others to adopt his/her major ideas and projects.
- Can and does make compromises and has the judgment to decide a satisfactory level of compromise.
- Has strong interpersonal skills and is able to act effectively in both business and social environments.

The following additional characteristics should be considered in the selection of candidates for President-elect Secretary:

- Leadership ability in international or local functions or in one's own vocation.
- Demonstration of executive competence through the successful administration of a Society Board office.
- Experience in section, district, division, and department activities.
- Ability to attract persons in high office and of high stature in the industry to participate in Society activities.

The following additional characteristics should be considered in the selection of candidates for Treasurer:

- Familiarity with, and a strong understanding of, the financial practices generally used in administering and controlling a corporate financial program.
- Familiarity with Society goals, policies and procedures, preferably augmented by experience as a member of the ISA Executive Board and/or Finance Committee.

The following additional characteristics should be considered in the selection of candidates for Department Vice Presidents:

- Experience in the areas related to the position for which they are applying.
- Considerable exposure to and excellent relations with a wide range of activities and Society members associated with the functions of the department for which he or she is being nominated.
- Normally, candidates for Department Vice President previously should have held the position of Director within the department for which they are being nominated.
- Documented increased levels of professional advancement and technical responsibility.
- Reputation and ability to attract members who are technically proficient and who are recognized leaders in the areas for which the Vice President will be responsible.
- Well respected by their peers and should have demonstrated management or supervisory experience.
- Ability to serve for at least one year as Past Vice President if required for an ex-officio position by the department. Support available to cover time and expenses to fully meet the responsibilities of the Past Vice President role should be documented and available to the Society's Nominating Committee.

EXB 6.7.7 Nominating Process and Candidate Responsibilities

Candidates must return the requested background and supporting documentation by the stated deadline which will be communicated upon nomination.

It is recommended that candidates speak on behalf of their nomination to the Nominating Committee. Each candidate presentation will be limited to six minutes for each Department Vice President-elect candidate and to ten minutes for each candidate for President-elect Secretary and Treasurer, plus time for questions by Nominating Committee members.

EXB 6.8 Social Media and Website Advisory Committee

EXB 6.8.1 Purpose

The Social Media and Website Advisory Committee will advise the Executive Board on policies and practices related to ISA's web services and social media presences to satisfy expectations of Members, sections, divisions, departments, and other members of the automation community.

EXB 6.8.2 Organization

Committee Membership

a	Size of Committee	Minimum of 6, including chair
b	Members appointed by:	- Geographic Assembly (1) - Operational Assembly (1) - Technical Assembly (1) - Executive Board (1) - Executive Director (1)
c	Members approved by:	Respective Assemblies or Executive Board
d	Member qualifications/ restrictions	- interest in and awareness of the web-based delivery and promotion of products, services and presences of the entity that he/she represents - one representative from each Assembly - one representative from the Executive Board or its standing committees - the staff individual with overall responsibility for ISA's web and social media presence
e	Member Term	One year
f	Member Reappointment	No term limit

Committee Chairperson

a	Chair appointed by:	Society President
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b	Chair approved by:	Executive Board
c	Chair qualifications/ restrictions	Significant experience and knowledge in the full breadth of ISA's products, services and presences.
d	Chair Term	One year
e	Chair reappointment	No term limit

Chair is authorized to designate one of the members of the committee, or a staff designee, as Secretary.

EXB 6.8.3 Responsibilities

The Social Media and Website Advisory Committee responsibilities include:

- a) Act as a focal point within the Society for ISA web services and presences.
- b) Monitor and evaluate members' and other users' expectations of ISA's web services and presences as the basis for recommending policy, and standards of business performance.
- c) Monitor and evaluate the performance of ISA's web services and presences with respect to policies and goals established by the Society leadership.
- d) Identify opportunities to enhance use of ISA's web services and presences across all Society units (departments, divisions, districts, sections, etc.) as they employ the web to extend and enhance their products, services and presences.
- e) Act as instructed by the Executive Board in any other matter pertaining to ISA's web services and presences.
- f) Effectively coordinate ISA's social media presence and website with other ISA entity activities.

EXB 6.8.4 Administration

EXB 6.8.4.1 Frequency of meetings

The chair is authorized to call meetings, to conduct business of the committee and to administer the committee's affairs in accordance with the policies and procedures of the Society.

EXB 6.8.4.2 Reporting frequency

Periodic reports of the committee's activities are made by the chair to the Executive Board. A written report is submitted to the Executive Board as requested.

The committee recommendations are presented to the Executive Board for action as needed.

EXB 6.8.5 Procedures

The Council meets to fulfill its objectives as necessary.

ASSEMBLY OF DISTRICT VICE PRESIDENTS (GEO)

GEO 1 Purpose

The Assembly of District Vice Presidents is the ISA governance body that represents the global geographic presence of ISA in the local Sections and Regions. The purpose of this Assembly is to:

- a) Promote efficient and effective Section operations and facilitate interchange of best practices among Sections and Districts.
- b) Identify resources to facilitate support of volunteer activities at the Section, District, and Region levels.
- c) Provide budget oversight for Society level funding supporting Sections and Districts.

The Assembly will act on matters delegated to it by the Executive Board within the parameters established by and under the oversight of the Executive Board.

The Assembly of District Vice Presidents may also be referred to as the "Geographic Assembly", or as "the Assembly" in the context of this portion of the ISA MOP.

GEO 2 Organization

GEO 2.1 Assembly Membership

a	Size	28, plus chair [Bylaws article XIV paragraph 1]
b	Members chosen by	Section Delegates
c	Members approved by	Ex-officio
d	Member qualifications/ restrictions	Ex-officio
e	Member Term	- Concurrent with their terms
f	Member reelection/ or reappointment	- Yes, see Bylaws Article X, Paragraph 3, e

GEO 2.2 Assembly Chair

a	Chair nominated by	Geographic Assembly
b	Chair approved by	Geographic Assembly
c	Chair qualifications/ restrictions	May not be a current Vice President or Vice President-elect. Chair is non-voting, except in case of tie.
d	Chair Term	One year
e	Chair reappointment	Four-year lifetime maximum

The ISA Geographic Assembly will elect a chair each year to serve a one-year term beginning on 1 January of the year following election. Past District Vice Presidents are eligible for election as chair. The chair may also serve concurrently as a member of the ISA Executive Board.

The Assembly chair will preside over all Assembly meetings and will handle such other responsibilities as the ISA Executive Board or the Geographic Assembly assigns. In the event that the Assembly chair is not able to be present at a scheduled meeting of the Assembly, and that the Assembly has a quorum, the Assembly may select from its ranks a member to serve as acting chair until such time as the Assembly chair becomes available. In the event that the Assembly chair is rendered incapable of performing their required duties, the Assembly shall select from its ranks a member to serve as acting chair until such time as a new chair can be elected.

The Assembly chair is expected to:

- a) Facilitate all meetings and group activities and ensure that all obligations of the Assembly are being met.
- b) Report to Executive Board on activities of the Geographic Assembly.
- c) Provide the Assembly annual report to the Society President by 31 December.
- d) Serve as a mentor, particularly to the Vice Presidents-elect.
- e) Handle such other responsibilities the ISA Executive Board or Geographic Assembly assigns to the chair.

GEO 2.2.1 Assembly Chair Election

All current members of the Assembly may participate and vote for the chair. A quorum for the election of the chair shall be at least one vote from each District. (see Policies and Operational Guidelines, ELC 3).

GEO 3 Responsibilities

The Geographic Assembly is responsible for administering and overseeing the activities of the geographic based Society subunits including Sections, Districts and Regions within the authority delegated by and under the oversight of the ISA Executive Board. [Bylaws article XIV paragraph 1]. The Assembly is charged with the responsibility to:

- a) Approve and revoke Section charters.
- b) Establish and review District boundaries. Review the number and boundaries of Districts at least once every five years and annually review any Districts in formation. Refer to DIS 5.1.
- c) Establish and review Region boundaries. Review the number and boundaries of any Regions at least once every five years.
- d) Coordinate District activities (District Leadership Conferences, etc.).

- e) Ensure the District Vice Presidents are providing timely input to the Society budget for Society support of District and Section activities.
- f) Provide names to ISA staff to be put forth as nominations for the Executive Board position(s) required for the following year.
- g) Establish Assembly standing committees and appoint members as necessary.

Each member of the Geographic Assembly has the following obligation to all other members of the Assembly:

- a) Identify in advance all matters that will be placed on the agenda.
- b) Document the background, basis for need and other important details related to the proposals under consideration by the Assembly, with the assistance as necessary from the Executive Director, or his or her designee, in preparing the documentation.
- c) Provide sufficient time for members of the Assembly to study the matter prior to the meeting.

GEO 3.1 Appointments

The Geographic Assembly is responsible to select individuals to staff various Society Departments and Committees. The Appointments are to be approved by the entire Assembly, with terms generally beginning on 1 January, or as outlined elsewhere in these MOP. Following is a list of appointments to be approved by the Geographic Assembly:

Group	MOP ref	Appointee qualifications	Number
Finance Committee	EXB 6.4.2	Assembly Chair is an ex-officio member	One
Nominating Committee	EXB 6.7.2	Leaders with experience in geographic aspects of ISA	Three
Social Media and Website Advisory Committee	EXB 6.9.2	Interest and awareness of web based delivery and promotion of District and Section activities.	One
Strategic Planning Department	SPL 2.1	District Vice Presidents-elect	Two
Image and Membership Department	IMD 2.1	District Vice President-elect	One

GEO 3.2 Nominations

The Geographic Assembly is responsible to provide nominations of candidates who will be considered for placement on the appropriate ballot. These candidates will be submitted to ISA staff by the published nomination deadline.

Group	Bylaws ref	Appointee qualifications	Number
Executive Board	Art. XIII, Para. 1	leaders with experience in geographic aspects of ISA	Minimum of two

GEO 4 Administration

GEO 4.1 Meeting Procedures

Meetings of the Geographic Assembly shall be conducted according to the ISA Policies and Operational Guidelines, Conduct of ISA Business Meetings.

GEO 4.2 Reporting requirements

The ISA Geographic Assembly will report to the Executive Board status of activities associated with items listed in GEO 3.0, Responsibilities. Reports will be submitted by the chair as requested.

GEO 5 Procedures

Geographic Assembly members meet to address the responsibilities listed above (GEO 3) and to also:

- a) Share information of District and Society wide interest.
- b) Support the Society in the execution of the Strategic and Business Plan objectives.
- c) Coordinate and explore methods for better intra-District and intra-Society communication.
- d) Review and propose new initiatives for the Society related to ISA's geographic units and recommend action or referral to an appropriate group or individual for action.
- e) To address any issues delegated to the Assembly by the Executive Board or raised by other Society groups.

GEO 6 Standing Committees

The ISA Geographic Assembly may create standing and temporary committees, task forces, and other groups as it determines necessary to support its objectives. Chairs of standing committees will be appointed by the Assembly chair, and approved by the Assembly. Committee chairs and members need not be current District Vice Presidents or Vice Presidents-elect.

The following committees are appointed annually and should include the number of individual needed to complete the task.

GEO 6.1 District Leadership Conference Committee

This committee works to coordinate the schedules for the District Leadership Conferences, and provides a forum to share and document best practices.

GEO 6.2 District and Section Issues Committee

This committee is tasked by the Assembly with coordinating programs and activities directly in support of Sections. It supports the District Vice Presidents and Section Presidents in their roles.

GEO 6.3 Budgeting Committee

This committee assists the chair in compiling the budget request information from all of the District Vice Presidents, in preparation for consideration by the Executive Board in developing the Society budget.

DISTRICTS (DIS)

DIS 1 Purpose

The basic objective of the District organization is to enhance the effectiveness of Section activities through communication programs including meetings, newsletters and correspondence.

DIS 2 District Organization

All ISA Sections have been grouped into Districts in accordance with the policies of the ISA Executive Board and the requirements of the ISA Bylaws. [Article IX] Each District elects a District Vice President responsible for overseeing the activities of the District.

From time to time, or upon petition by a Section requesting a transfer, the Geographic Assembly may transfer or regroup the Sections among the Districts. Further, the Geographic Assembly may modify the number of Districts as described in GEO 3.

The Districts are subdivisions of the Society and are the largest of the geographic units, however Districts do not stand as separately incorporated entities. Districts include multiple sections, and may include multiple Regions. Though Regions are usually confined to one country, a District may cross national boundaries. Within the U.S. and Canada, Districts include several states or provinces, and outside North America Districts can encompass entire continents, such as South America, and Europe.

DIS 2.1 District Vice President and Vice President-elect

Each District is led by a District Vice President. Each Vice President-elect shall serve as the understudy for the incumbent officer of the District for which elected.

DIS 2.1.1 Qualifications

Any Member, Honorary Member, Fellow, Senior Member, Life Member or Life Fellow who is a member of a Section in the District is eligible for election as District Vice President. [Bylaws Article X, Paragraph 2] Section leadership experience is desirable.

DIS 2.1.2 Term

The terms of both the Vice President and Vice President-elects are two years in length, beginning on 1 January of the year their term begins. [Bylaws Article X, Paragraph 3] The even numbered District Vice Presidents shall take office at the beginning of the odd numbered years and the odd numbered District Vice Presidents shall take office at the beginning of the even numbered years. The District Vice President-elect will automatically succeed to the position of District Vice President.

DIS 2.1.3 Election

Each District of the Society will have one District Vice President, and one District Vice President-elect. The District Vice Presidents-elect, shall be elected by a majority vote of the Society delegates of the District, one vote per delegate, as defined in Article IX, Paragraph 2 and Paragraph 3, d, of the Bylaws. See DIS 5.3 for election procedures.

DIS 2.1.4 Vacancy in Office

If a Vice President is unable to complete their term, the Vice President-elect will serve the balance of the preceding Vice President's term, and then serve their own term as Vice President. If a vacancy occurs in the position of District Vice President and there is no District Vice President-elect, a special election shall be held by the Section delegates of that District to fill the office. [Bylaws X Paragraph 4, d]

DIS 3 Responsibilities

Each District Vice President and District Vice President-elect is a member of the Geographic Assembly. The Geographic Assembly coordinates activities of the Sections and Regions, helping to ensure that ISA members are being served adequately through their Section affiliation. [see GEO section of MOP]

DIS 3.1 District Vice President Duties

Each District Vice President represents the members and Sections in the District in the considerations and actions of the Geographic Assembly and the Society; and continually conveys in both directions the information and advice essential to the Society's and its various unit's success. Working with the Section leaders, the District Vice President provides guidance and support relative to Society activities, policies, programs, services, and operations with the goals of with strengthening activities of the Sections, increasing membership and improving member relations.

DIS 3.1.1 Section responsibilities of the District Vice President

- a) Keeps the Sections informed of policies and actions of the Executive Board and Geographic Assembly. Calls meetings of Section officers, delegates, or District committees as desired, or upon instruction of a majority of Society delegates within the District.
- b) Maintains liaison with Section officers, including requesting quarterly reports of Section activities.
- c) Assists in the formation of Sections and Student Sections in the District and presents petitions for charter to the Geographic Assembly.
- d) Recommends revocation of Section and Student Section charters in the District for approval by the Geographic Assembly.
- e) Advises Sections on legal, financial, and accounting practices, or refers Sections leaders to ISA staff for information.
- f) Assists Section officers in communication with the ISA Executive Board, Geographic Assembly, ISA staff and other organizational units of the Society.
- g) Keeps informed about local Sections of other technical societies in the District and how their activities may impact ISA membership and ISA Section relationships in the District.

DIS 3.1.2 District responsibilities of the District Vice President

- a) Provides an annual business plan (goals and objectives). The business plan will be used by ISA Headquarters to develop the District financial budget. The plan may include travel support needed for District Vice President and District Vice President-elect.
- b) Promotes and coordinates Society activity in the District,
- c) Establishes District chairs and Committees as needed to support Section activities and membership growth and retention.
- d) Maintains liaison with Committees within the District as well as with officers of the Society. Serves as liaison representative between the District and ISA staff.
- e) Works with any Region chairs within the District to support activities and membership growth and retention.
- f) Plans an orientation workshop or similar function for the purpose of informing and training incumbent and incoming Section, Region and District officers. The District Vice President may call upon ISA staff for help and assistance in coordinating this function.
- g) Chairs the District Council meeting in conjunction with the Council of Society Delegates meeting. The District Vice President presents an annual report to the delegates of the District, conducts required District elections, and transacts other business as necessary. (See also CSD 3.4)
- h) Arranges for the annual District Nominating Committee meeting which is to be conducted in accordance with the Bylaws [Article XI, Paragraph 2].
- i) Represents the Society at ISA and ISA related functions in the District.
- j) Nominates chairs for each District function within the District Organization Chart for the following year by January 1 before the term begins. The list of nominees is sent to Society Headquarters. If appointees are not needed for each function, this should be indicated on the list of nominees sent to Headquarters.
- k) Forwards files and other materials to the elect by the time the elect is to take office.

DIS 3.1.3 Assembly responsibilities of the District Vice President

- a) Participates in the deliberations and actions of the Geographic Assembly. Responsible, as a member of the Assembly, to the Society as a whole.
- b) Provides an annual report of District activities to the Assembly chair by 10 December to provide the Assembly chair time to compile the report for the Executive Board.
- c) Represents the views of the Sections in the District on the conduct of Society affairs,
- d) Recommends members from the District to serve on Society committees.
- e) Keeps Geographic, Operational, and Technical Assembly Vice Presidents informed of plans, programs and publicity for Society conferences, symposia and exhibits scheduled for the District.

DIS 3.2 District Vice President-elect Duties

3.2.1 Section responsibilities of the District Vice President-elect

- a) At the discretion of the District Vice President.

3.2.2 District responsibilities of the District Vice President-elect

- a) Serves as vice chair of the District Council.
- b) Assists the District Vice President with communication at the Section, District and Society level.

3.2.3 Assembly responsibilities of the District Vice President-elect

- a) Assists the District Vice President, upon request, in carrying out objectives of the District and the Society.
- b) Serves on the Geographic Assembly as a voting member.
- c) Dedicates self to gaining a broad knowledge of all Society policies, procedures, plans, programs and objectives.
- d) Participates in Society meetings for orientation to the position of District Vice President.

DIS 3.3 District Council

DIS 3.3.1 Purpose

The District Council advances the Society's objectives in the District by serving as an advisory group to the District Vice President on all matters affecting the District and shall meet per DIS 4.

DIS 3.3.2 Organization

The District Council is chaired by the District Vice President and is comprised of the following District officers: Vice President- elect, Secretary, Nominator, Regional chair, Society delegates and chair of all District Committees. It functions much like a District Assembly of directors.

Council Membership

a	Size of Council	Number of Society delegates in the District (one per section, variable) District Vice President, non-voting except in the case of a tie vote District Vice President-elect, non-voting District Nominator, voting Secretary, non-voting Regional chairs, if any, non-voting Chairs of any District Committees, non-voting
b	Members selected	Society delegates are chosen by the Sections per their rules. District Vice President, ex-officio. District Vice President-elect is elected by the Society delegates of the District [Bylaws Article XI, paragraph 3, d] District Nominator is elected by the Society delegates of the District. Secretary is elected by the Society delegates of the District. Regional chairs, if any, elected by the Society delegate of the Section in the Region Chairs of any District Committees as appointed by the District VP.
c	Members approved by	See above
d	Member qualifications/ restrictions	Must be an eligible ISA member as defined in Bylaws Article IV, 7, a. Delegates must be a member of the Section represented. Nominators (see DIS 3.4)
e	Member Term	One year except for District Vice President and Vice President-elect and Nominator and alternate Nominator
f	Member Reappointment	District Vice Presidents may not succeed themselves [Bylaws Article X, Paragraph 3, c] Nominators and alternate Nominators (See DIS 3.4)

DIS 3.3.3 Responsibilities

Under the guidance of the District Vice President, the District Council has opportunities to enhance Society activities in the following ways:

- Plan and coordinate District activities to provide maximum service to the District, Regions and Sections.
- Initiate action by the Geographic Assembly on policies and programs which will strengthen the activities and unify the objectives of ISA in the District, Regions and Sections.
- Implement the Society's programs in the District.
- Evaluate Section progress, and determine means of strengthening Sections.
- Urge each Section to appoint chair to serve on District Committees.
- Plan for membership growth in the District, including the formation of new Sections.
- Help Sections improve the quality of their programs and monthly meetings to better meet the diversified needs and interests of their membership.
- Assist Sections in planning the extension of their professional development and education programs.
- Guide Sections in developing regular bulletins that provide effective communications

DIS 3.4 District Nominator and Alternate Nominator

The District nominator is responsible for assisting in identifying outstanding nominees for the office of District Vice President and for the position of District nominator and District alternate nominator.

DIS 3.4.1 Qualifications

The nominator and alternate must be a present or former Section President or a former District or Department Vice President or former Society Officer, but shall not be a current member of the Executive Board or Geographic, Operational, or Technical Assemblies.

DIS 3.4.2 Term

The longest continuous period a person may serve a District in either District nominator or alternate nominator capacities is four years.

DIS 3.4.3 Election

The nominator and alternate nominator from each District are elected biennially for a two-year term, by the members of the District Council.

DIS 3.4.4 Responsibilities

- a) The District nominator serves as a voting member of the District Council.
- b) The District nominator serves as chair of the District Nominating Committee. In the event the nominator is unable to serve the alternate assumes the responsibilities of nominator.
- c) Ensures that candidates for District Vice President-elect meet all requirements with assistance of ISA staff.
- d) May seek out and nominate Section members who qualify for and are deserving of Society office.
- e) May seek out and bring to the attention of the District Vice President or others deserving members with the potential to assume positions of responsibility in the Society.
- f) Chairs at least one orientation session annually to explain how elections are handled, preferably in conjunction with the District Leadership Conference.
- g) Conducts District Nominating Committee meetings and participates in District election meetings as required by the ISA Bylaws. [Bylaws Article XI, Paragraph 2 and Paragraph 3, d]
- h) Sends out notification to Section Presidents and Society delegates and alternates immediately upon election of the District Vice President-elect and any other positions.

DIS 3.4.4.1 District Nominating Committee

The District Nominating Committee is composed of the Society delegates from all Sections in the District. Committee meetings are at the discretion of the nominator or the District Vice President. [Bylaws Article XI, Paragraph 2]. The Committee selects outstanding nominees for the office of District Vice President and for the position of District nominator and District alternate nominator. See also DIS 3.4.3 and DIS 5.3 for election procedures.

DIS 3.5 Other potential District Roles

The following roles have been identified historically as opportunities for volunteer engagement within a District and may be filled as needed.

DIS 3.5.1 District Leadership Conference Coordinator

To plan, coordinate and oversee implementation of the annual section leaders' workshop conducted by the District.

DIS 3.5.2 District Membership Committee Chair

To help each Section in the District attain maximum membership growth through effective local membership services, adequate promotion, and the establishment of new Sections and Student Sections.

DIS 3.5.3 District Program Committee Chair

To help each Section in the District offer regular programs which yield maximum educational benefit to all members and potential members.

DIS 3.5.4 District Professional Development (or Education) Committee Chair

To help each Section in the District establish a comprehensive program of education activities which yield maximum benefit to all members and potential members.

DIS 3.5.5 District Honors & Awards Committee Chair

To recommend nominees for District and Society awards, to stimulate Section participation in the Society's Honors & Awards program, to encourage Section participation in the Section Performance Award competition and in the nomination of deserving senior members for the grade of Fellow.

DIS 3.5.6 District Standards & Practices Committee Chair

To help assure the proper review of ISA draft standards; to promote and publicize the Society's Standards & Practices program; to encourage the widespread acceptance and use of ISA standards; and to urge qualified individuals to participate in the Standards & Practices program.

DIS 3.5.7 District Publications Committee Chair

To help each Section in the District develop an awareness of the Society's total publications effort; to facilitate publicity of Section activities; and to solicit Section and Member participation in the content of Society publications and in the development of new publications that may serve member needs.

DIS 3.5.8 District Student Section Liaison Representative

Works with the student section liaison representatives to provide support and guidance to both regular and student sections that will enable ISA to realize increased interaction and involvement with student members. Facilitates communication between the student section, the regular section, and the District.

DIS 3.5.9 District Technical Liaison Committee Chair

To establish effective two-way communication between Sections, Divisions and Standards Committees; to assist in disseminating information on division and Standards activities to local Sections; to establish a procedure by which divisions and Standards Committees can provide programs and speakers for local Section activities; Sections encourage local technical meeting presenters to participate/present at division symposia; and to urge Section members to join divisions and Standards Committees.

DIS 3.5.10 District Secretary

Records minutes of all District Council meetings and submits to the chair for review. The Secretary receives meeting minutes of standing committees including the District Nominating Committee to maintain continuity of the District records.

DIS 3.6 Appointments

The District Vice President establishes standing District Committees; may establish other committees for special needs of the District; and appoints the chair of all District committees.

DIS 3.7 Financial Controls

Districts are not independent legal entities and may not enter into contracts and letters of agreement for the purpose of conducting activities which enhance the benefit and value of the Sections within the District, for example, District Leadership Conferences. All proposed contracts to support District activities must be executed by the ISA Executive director or designee in the name of ISA or by a validly incorporated ISA Section.

Each District Vice President is responsible to facilitate and ensure effective oversight of their respective budgeted activities including travel expenses and, if held, the District Leadership Conference.

Working with staff, each District Vice President will develop an annual District activity plan with an 18-month (minimum) time horizon. This plan must be completed according to the current planning schedule and should be reviewed by the Executive Board before being incorporated in the proposed budget for Finance Committee review (see EXB 5.3 and OFC 4.2.5). This document should address the following:

- Commentary on current performance vs. budget
- Plans to change activities conducted within the District, with a forecast of financial implications
- Programs or projects under development that will have budget implications in the next fiscal year.
- Identification of new opportunities affecting the District with a three-year financial forecast
- Commentary on how value to members and the Society is being enhanced by both ongoing and new programs or projects

DIS 4 Administration

DIS 4.1 Meeting Procedures

Meetings of the District Council and District Nominating Committee shall be conducted according to the ISA Policies and Operational Guidelines, Conduct of ISA Business Meetings.

DIS 4.2 Frequency of Meetings

The District Council holds at least one meeting each year in conjunction with the annual meeting of the Society. Additional meetings are at the discretion of the District Vice President, but it is recommended that the District Council meet at least three times each year.

The District Nominating Committee meetings are held at the discretion of the District nominator or the District Vice President. [Bylaws Article XI, Paragraph 2, and MOP DIS 3.4.4].

DIS 4.3 Reporting Frequency

The District Vice President provides an annual report of District activities to the Geographic Assembly chair. (See DIS 3.1)

The District Vice President provides an annual business plan to ISA headquarters to as input to the Society budget. (See DIS 3.7)

DIS 5 Procedures

DIS 5.1 District Formation Guidelines

The following guidelines are provided to determine when it is appropriate to establish a new District and redistribute Sections among remaining Districts. This task is the responsibility of the Geographic Assembly.

DIS 5.1.1 District Formation Criteria

- a) Number of Members
 1. Total number of Society members divided by (current number of districts + 1), less 25%
Example: $(10,000 \text{ members} / (9 \text{ districts} + 1)) \times (1 - 0.25) = 750 \text{ members}$
 2. Minimum number of non-student members is 60% of criteria a) 1.
- b) Agreement of 80% of members as represented by the Section delegates for sections involved in the realignment
- c) If an application is within 60% of criteria a) and b) above, then the applicant can be assigned a District in Formation designation for a period of no longer than five years.
- d) A District in Formation status must be evaluated annually by the Geographic Assembly to monitor the progress of the District in formation and assess where assistance may be required.

DIS 5.1.2 Procedure for new District formation

An application for a new District must be submitted to the Geographic Assembly. This application should include:

- a) Justification for new District boundaries
- b) Impact on budget (will not affect the current surplus target)
- c) Impact on existing Districts
- d) Geographical attributes of the District
- e) Cultural issues
- f) Potential District Vice President and Vice President-elect candidates.

DIS 5.2 District Leadership Conferences

The District Leader Conference coordinator, the District Vice President, or designee may plan, coordinate and oversee implementation of a Section leaders workshop for their District. The purpose of this event is to provide training to Section leaders, an opportunity for the District Council to meet, and for the District Vice President to share items of relevance with the Section delegates and leaders.

Following is a list of suggested activities to organize a District Leadership Conference:

- a) Develop objectives for the section leaders' workshop based upon identified leadership needs.
- b) Work with the Geographic Assembly District Leadership Conference Committee, District Vice President, section leaders, and ISA staff in developing program schedule and training activities to meet objectives.
- c) Identify and secure resources; i.e., facilities, presenters, materials, audiovisuals, etc., needed to execute program.
- d) Monitor the planning and coordination of all workshop preparations including publicity, registration, space arrangements and other logistical requirements.
- e) Facilitate and execute the program.
- f) Collect, analyze and report on evaluation of program outcomes.
- g) Attend to post-program activities requiring follow up.

DIS 5.3 Election of District Vice President-elect

The District Vice Presidents-elect shall be elected by a majority vote of the Society delegates of the District, one vote per delegate, as defined in Article XI, Paragraph 3, d, of the Bylaws.

Each District Nominating Committee shall nominate at least one person for the office of District Vice President-elect at least 30 days before the election. Nominations for District Vice President-elect may also be made by petition submitted to the District Vice Presidents at least 30 days before the date of the scheduled election, signed by Society delegates representing at least three (3) Sections in the District.

The District nominator will submit candidates for District Vice President-elect to ISA staff to confirm the candidates meet required qualifications [Bylaws X, Paragraph 2]. The District Vice President shall validate the credentials of all nominees at least 21 days before the election date.

The District Vice President will notify all Society delegates of the District of Vice President-elect nominees at least 21 days before the scheduled election. The election for District Vice President-elect is typically held two years before taking office as District Vice President. The District Vice President-elect should be elected no later than one year before taking office as District Vice President and must be elected by the Society annual meeting of the year before the year in which the new District Vice President will take office.

SECTIONS (SEC)

A Section is a group of thirty or more members as defined in Bylaws Article IV, Paragraph 5 within a geographical area that support the objectives of the Society and is chartered by the Geographic Assembly to operate as an official ISA affiliate. [Bylaws Article VIII]

Sections retain control of the ISA Bylaws through the Council of Society Delegates.

SEC 1 Purpose

Sections have authority to develop activities in response to local needs and may conduct fund-raising activities consistent with ISA purposes and mission. Sections are incorporated separately and establish their own bylaws, which must be compatible with the ISA Bylaws, objectives, and framework of the Society.

The Section charter is an agreement that defines the relationship between the Society and the Section.

Sections are encouraged to produce their member communications (i.e. newsletters) and conduct their meetings in their members' language of choice. To the extent practicable, ISA will support efforts to provide ISA material in the local language.

SEC 2 Section Organization

ISA Sections are organized as nonprofit corporations or the closest possible equivalent nonprofit, tax exempt legal entity in the jurisdiction where it is located. Sections located within the U.S. must be organized with the restrictions

necessary to qualify for U.S. Federal income tax exemption under Section 501(c)(3) of the Internal Revenue Code. U.S. sections may join a group tax-exemption maintained by ISA.

ISA Sections are officially established affiliates of ISA which conform to the purposes, mission, and objectives of the Society at all times, however Sections function autonomously in accordance with their own bylaws and constitution.

SEC 2.1 Organizational Documents (bylaws, constitution, etc.)

Sections are expected to have appropriate documents approved by the membership and/or leaders that enable the Section to function as an independent legal entity. These organizational documents must be valid for the jurisdiction in which the Section is located and should include at a minimum the details of election of section leadership. The Geographic Assembly reserves the right to approve Section bylaws before they take effect and to require modifications necessary to ensure the Section bylaws are consistent with the ISA Bylaws.

SEC 2.2 Section Fiscal Year

Sections are encouraged to establish July 1 to June 30 as a standard operating year which is typical, and fits the work schedules of most leaders facilitating transition during summer months.

SEC 2.3 Section Officers

Sections are required to have at least two officers identified as responsible for the section. These are the President and Treasurer, and it is recommended that the terms of section officers coincide with the Section's fiscal year.

Duties of Section officers and other positions within the sections can be found in the Section Operation Guidelines, available from the Leader Resources/Section Leader Operating Documents section of the ISA website.

SEC 2.4 Society Delegate and Alternate Delegate

To serve as the Section's official representative to the Society by attending Section Executive Council meetings to obtain a sense for the Section's interests, and by representing those interests at the District Council meetings and at the annual Council of Society Delegates meeting.

SEC 2.4.1 Qualifications

Delegates should possess experience and knowledge of the Society. The delegate must exercise judgment based upon information received at the Council meetings, recognizing the necessity for reaching a consensus. A past Section President or a member who has served in a division, Section, District, Region or departmental role may possess the Society experience and knowledge needed to serve as a delegate.

If a Society Delegate or alternate delegate becomes unable to participate in the annual Council of Society Delegates meeting, any member of the Society can be appointed to serve in the delegate's absence if notification is sent to the District Vice President in advance of the meeting by the Section President or acting President as long as the Section's bylaws do not specifically exclude appointment of delegates. It is recommended that any member appointed to serve as a Society delegate in this manner be a member of the Section they are representing.

SEC 2.4.2 Term

The Society delegate term is defined by each Section according to their procedures.

SEC 2.4.3 Election

The delegate is selected or elected by each Section according to their procedures.

SEC 2.4.4 Duties

The delegate attends the annual Council of Society delegates meeting and the District Council meeting that take place in conjunction with the Society annual meeting, and votes on all matters before the Council of Society Delegates. Their vote is weighted and represents the number of members in the Section.

In order for the Society delegate to be seated at the annual Council of Society Delegates meeting, their Section must be certified as active on the first day of the month prior to the month in which the Council of Society delegates meeting is held. See SEC 5.7.2.

The delegate is also expected to attend the District Council meetings held throughout the District. The delegates have one vote in the District Council.

SEC 3 Responsibilities

Sections have authority to develop activities in response to local needs.

SEC 3.1 Section Finances

All ISA Sections are expected to manage their finances efficiently and to be financially self-sufficient. Newly formed Sections are encouraged to become self-sufficient as soon as possible by sponsoring educational programs and other revenue producing programs. A Section Treasurer's Guide is available to aid Section Treasurers with the Section's accounting and tax reporting.

Since Sections are separate legal entities. Sections handle their own finances and establish their own financial accounts, which are managed according to a section-approved budget based on their activities and programs. In support of the Region or District to which they belong, they may choose, voluntarily, to contribute funds to the Region or District for support of Region or District activities.

Opening a bank account will require an ID number. ISA volunteers should never give their personal Social Security number. United States Sections can obtain a federal ID number from the IRS. Staff can assist with the process if needed.

SEC 3.1.1 Section Rebates

ISA Headquarters sends to each chartered active Section a rebate of the dues received for each new and renewing Member, Senior Member, and Fellow as established in the ISA Bylaws Article XVII, paragraph 5. Rebates will be paid by check with the exception of those Sections who qualify for direct deposit. Direct deposit has only been available for Sections within the United States, and depends on the specific banks involved.

To receive the rebate, Sections must

- a) Be chartered and active. (See SEC 5.7.2)
- b) Provide the business plan and budget annually to the District Vice President

Staff will advise District Vice Presidents by 15 August when rebate checks to Sections in their District have not been cashed.

SEC 3.1.2 Initial Funds

Upon request of a newly chartered regular Section, the District Vice President may authorize Headquarters to repay out-of-pocket expenses, not to exceed \$500.00, incurred for mailings, meeting rooms and other essentials required to form a new regular Section.

SEC 3.1.3 Emergency Aid to Sections

Emergency financial aid is provided to ISA Sections as follows.

The Section request should take the form of a letter, rather than a form, and should contain the following items of information:

- Current and projected membership
- Current President, Vice President, Secretary and Treasurer of the Section
- Financial statement of the Section at the beginning of the year and a projected statement to year-end.
- Statement on past and future Section social, technical, educational and other similar programs or events.
- Statement of conditions within the Section for which financial aid is required.
- Amount of financial aid required to offset the conditions stated.
- Requests for financial aid during the previous five years.

It is important that such a request for financial aid not be complicated. The Section should do no more than is absolutely necessary in order that the District Vice President and the Geographic Assembly can appropriately review and act upon the Section's request. The Geographic Assembly will then request an appropriation of funds from the ISA Executive Board as a non-budgeted item.

SEC 3.2 Contracts and Agreements

Sections frequently enter into contracts and letters of agreement with vendors in their area and are governed by the following rules.

- a) Sections may not indicate to others that they represent ISA or enter into contractual commitments on behalf of ISA or any other ISA unit.
- b) Section leaders should not enter into any contractual obligation if the Section is not incorporated under the laws of the local governing unit; doing so could result in direct personal liability to the individual Section leader.
- c) Section contractual relationships must be in the name of the Section only so that ISA is not obligated in any way.
- d) ISA will not make any agreement binding upon a Section.

SEC 3.3 Membership

ISA has defined a number of membership classes [Bylaws Article IV]. All references to "member" in this portion (SEC 3.3) of the MOP include all membership classes except for Student, Virtual Student, Automation Affiliate, and Automation Community Subscriber.

ISA Sections are required to treat members according to the ISA Bylaws with the following additional clarifications:

- Sections may not create new or modify membership classes.
- Sections may accept members only if they are members of ISA.
- Sections must accept new ISA members who are assigned to their Section.
- Sections may accept members who reside outside the assigned geographic area and who request to be assigned to a Section as permitted by the ISA and Section bylaws. [Bylaws Article IV, Paragraph 5]

SEC 3.3.1 Affiliate Section Membership

ISA members may participate in the activities of other Sections, while retaining full membership in their own home Section by requesting affiliate membership in another Section(s). Affiliate members receive meeting notices, newsletters, directories and other communications as directed by the Section(s).

Sections may charge additional dues for its members or other ISA members wishing to affiliate with the Section as long as the additional dues do not exceed 25% of the ISA dues. Sections are responsible for collecting these fees.

The member's vote in the Council of Society Delegates is cast by the Society delegate of the member's home Section.

No ISA member, except District Vice Presidents and District Vice Presidents-elect, Regional chairs and elects, is granted affiliation with Sections other than the home Section without the approval of the affiliate section.

Application for Section Affiliate Membership

- a) Any ISA member who wishes to affiliate with another Section in addition to his or her own home Section contacts an officer of the Section with which he or she wishes to affiliate.
- b) The Section officer provides the potential affiliate with an application for affiliate membership and information on any fee required.
- c) The applicant completes the application form and returns it to the Section with any fees.
- d) Each request is reviewed by the Section Executive
- e) The decision on the request for affiliation shall be documented to both parties by the Section, one copy of the form is returned to the affiliate applicant and a copy is retained by the Section.

SEC 3.4 Use of the ISA Name, Logo, Trademark and Other Intellectual Property

Following are the guidelines for ISA Sections in the use of ISA intellectual property. See Intellectual Property Policy in the ISA Policies and Operational Guidelines for complete details.

- a) Always use the Section name, and not merely “ISA” alone, in any communications with the public or other parties, including promotions and contracts.
- b) May use the ISA logo, name, and acronym “ISA” with the Section name to show identity and affiliation with ISA.
- c) Use the ISA logo, name, or acronym in a way that does not cause confusion with regard to whether the Section or the Society is responsible for that use.
- d) May create a Section logo based on the ISA logo as long as the ISA logo remains fully intact and unmodified.
- e) All other uses of the ISA logo, name, acronym, and other ISA trademarks (such as *InTech*) by Sections require specific prior permission from the ISA Executive Board, which also reserves the right to review and approve any use of the ISA logo, name, acronym, or other ISA trademark by Sections.
- f) Not allow another group or organization to use any ISA trademark.
- g) Include registered trademark notices with all uses of ISA trademarks in accordance with ISA logo specifications (see ISA Brand, Name, and Logo Use Policy0.
- h) Not register an ISA trademark independently of ISA.
- i) All other uses of ISA trademarks by Sections require a specific license from the ISA Executive Board.
- j) Obtain permission before using ISA copyrighted materials in any form, including but not limited to ISA books, journals, proceedings, videotapes, software, standards and any other materials published by ISA.

SEC 4 Administration

Each Section shall operate and conduct business as defined in their respective documents of organization.

SEC 4.1 Meeting Frequency

An active Section must offer a minimum of three Section meetings each year.

SEC 4.2 Reporting Frequency

An active Section must submit an annual business plan and budget to their District Vice President. (See SEC 5.7.2) It is also expected that each Section will submit a quarterly report of activities to their District Vice President.

SEC 5 Procedures

SEC 5.1 Section Awards

Sections are free to establish a local awards program which may be based on service to the Section and local community; however, Section awards should not use the identical honors and terminology as Society-wide awards so as to avoid confusion. (For example, Sections should not establish an Honorary Member award, nor present diamond membership pins as this honor is reserved for the Society President).

SEC 5.2 Section Liaisons with other Organizations

Some ISA sections have appointed contacts with outside organizations. These individuals are appointed according to Section governing documents, to exchange information with other organizations and to present the Section’s views on specific subjects. The preferred title to be used for these contacts is Section Liaison. It is recommended that the appointment of these contacts be confirmed in writing by the Section president to the Section Liaison.

SEC 5.3 Section Events

A Section may sponsor or co-sponsor with another ISA Section, an educational institution, or similar group, a conference and/or exhibit either for the local Section or for the District in which the Section is located. When Sections are co-sponsoring, one Section is designated as sponsor and the other as co-sponsor. However, when a

technical society other than ISA is involved, co-sponsoring with other than the local section of that society requires Geographic Assembly approval.

Refer to the ISA Policies & Guidelines for ISA Events for further details and guidance for local events, including management of finances and use of ISA intellectual property.

SEC 5.4 Naming of Sections

It is recommended that the following guidelines be observed in naming Sections and other Society units. The Geographic Assembly has the responsibility to change names and officially charter Sections.

SEC 5.4.1 Avoid official names incorporating undefined acronyms. For example, Florida Central University (FCU) Student Section or FCU (Florida Central University) Student Section are recommended names, while FCU Student Section is not. This guideline is not intended to discourage the appropriate use of acronyms in informal conversation, correspondence, or documentation, where such use will not cause confusion or misinterpretation.

SEC 5.4.2 For Society units associated with specific geographic regions, a well-known unique geographic identifier (e.g. country, state, or major city) should be incorporated into the name. For example, Piedmont (North Carolina) Section is a recommended name, while Piedmont Section is not. There are a number of areas in the world known as “the Piedmont” region, thus a specific state or province identifier is needed to avoid confusion.

SEC 5.4.3 Section names follow a convention of “Specific Location, Country, Section” to provide for future creation of Sections without the necessity of renaming or reducing the geographic description of pre-existing Sections. An example of this naming convention is “Madrid, Spain Section.” A Section name of “South Spain Section” is not within these guidelines because multiple Sections might be formed in southern Spain.

SEC 5.5 Student Sections

Student Sections of ISA may be formed in colleges, universities, institutes and similar organized training centers. A minimum of fourteen members are required before a Student Section may be chartered. The District Vice President reviews and submits petitions for charter to the Geographic Assembly for final approval.

The District Vice President’s “Review” shall be based on a maximum three-year observation of (1) sustained 14 plus membership level, (2) officer election and (3) active faculty advisor and (4) the development of a Student Section constitution and bylaws. Dues rebate checks shall begin when the Student section is deemed to have met all criteria for an active Student section.

To encourage an active Student Section, a yearly refund of the full dues of the Faculty Advisor shall be approved by the respective District Vice President and administered by the ISA staff. At the time of the yearly refund submission the District Vice President shall certify that the Section meets the criteria for an active Student Section as defined in SEC 5.7.2.

Student Sections are encouraged to affiliate with the local regular section as this will provide better support for activities.

SEC 5.6 Regular Section and Sub-Section Formation

The establishment of new Sections is encouraged where centers of automation activity with growth potential are not adequately served by the existing Sections. Sections nearby should aid in organizing and guiding these potential new Sections.

The following conditions must be met in order to establish a new Section:

- a) Evidence of potential membership growth and development in the area.
- b) At least 30 members affiliated with the new group.
- c) Elected officers or acting officers of the new group.
- d) A Section bylaws which follows the ISA model for Section bylaws.
- e) Petition for charter completed by the acting officers of the new group, reviewed by the District Vice President and approved by the Geographic Assembly. The petition must include a statement signed by the

Section President on behalf of the Section members that the group accepts the duties and responsibilities of a Section and will abide by the Bylaws and policies of the Society as they exist and may be amended from time to time.

Dues rebate checks shall begin when the Section is deemed to have met all criteria for an active Section, including submittal of an annual business plan (goals and objectives) and financial budget to ISA by 30 September. If Section officers (at least Treasurer and President) are not identified to ISA by 30 September each year, rebates will be accrued at headquarters until Section officers are named.

SEC 5.6.1 Sub-Sections

In some cases, it is desirable for a Section to form a Sub-Section to serve areas geographically close to the parent Section. In other cases, it is desirable to form a Sub-Section to serve members with a common technical interest, when the number of Section members with this interest is sufficiently large to program separate meetings periodically.

If a Sub-Section develops and wants to become a separate operating Section, the charter application procedure is the same as for new Sections.

SEC 5.7 Section Status

Regular and Student Sections are recognized to have specific identified statuses, as follows:

SEC 5.7.1 Formative

A formative section is a group of ISA members working toward chartering as an ISA Section. New members may be added to the Section, and current members can be transferred into the Section. The term “formative” appears wherever the Formative Section’s name is used (Capital Section (Formative)). A Formative Section has no legal rights to automatically use any of ISA’s intellectual property, including its name and/or logo, and must receive written permission from the Society. A group may continue as “formative” for two years or up to five years with annual District Vice President review and approval, at which time the “formative” status is removed and the members are switched back to their previous affiliation.

SEC 5.7.2 Chartered Active

Charters granted to ISA Sections and Regions are based on a contract between the Society the Section or Region that defines the legal and geographic rights, responsibilities, and limitations of the unit.

ISA Sections must meet four requirements to maintain full active status:

- a) Minimum of 30 members (regular, Senior, Fellow, or Life) for a Regular Section, and 14 active (dues paid) student members plus a faculty advisor for a Student Section. Student members assigned to a regular ISA Section are not included in the required 30-member count.
- b) Annual submittal of the names of current Section leaders to ISA headquarters. Sections that operate on a Section year of 1 July thru 30 June should submit new leaders’ names by 15 June and Sections that operate 1 January thru 31 December should submit new leaders’ names by 15 December. For Student Sections this must include a Faculty Advisor.
- c) Offer a minimum of three Section meetings each year. The three required meetings are separate from Section business meetings. Examples of Section meetings include technical offerings, educational courses, tabletop show, or a start-up event at the beginning of the Section’s programming year. Participation of Student Section members in local regular ISA Section meetings or events qualifies as a meeting for the Student Section.
- d) Submit a business plan and budget to the District Vice President for review by 30 September. A copy should be sent to headquarters. This is required to receive dues rebates. Submittal of the plan and budget is not a requirement to seat a delegate for the Council of Society Delegates meeting. Though Student Sections are exempt from this requirement, they are encouraged to submit an annual business plan and budget.

SEC 5.7.3 Chartered Inactive

When a Section has not reported any newly elected officers during the past full year, or has membership at or below 30 for the past full year, or has held less than three general membership activities during the past year, the Section

can be coded as *Inactive*. The District Vice President will then be notified of this change in status. The District Vice President will then notify the Section of this change of status, and:

- a) Contact any remaining local Section leaders to determine what actions are required to revitalize the Section.
- b) Notify the Section's membership that the Section has been tagged as Inactive, and what that will mean unless the section is revitalized. Ask for volunteers to help in the revitalization of the Section.
- c) Provide a mechanism for the Section members to respond to the request for volunteers to work on revitalizing the Section.
- d) A revitalization plan is then developed by the Section volunteers and the District Vice President.

The Inactive status may be maintained for a maximum of three years. Dues rebates accrue but no rebate checks are mailed while the Section remains inactive. Members may continue to be assigned to the Section. Inactive Sections may not seat a delegate for the Council of Society Delegates meeting. After this period of being listed as inactive, the District Vice President shall submit an Action Item to revoke the Section's charter to the Geographic Assembly at its next meeting.

SEC 5.7.4 Reactivated

A Section that has been deactivated for failure to comply with the active Section requirements in SEC 5.7.2, may be reactivated when it has met the five requirements below:

- a) Has the minimum number of members required of an active Section
- b) Has submitted leaders for the coming year to ISA headquarter (New Leaders Form) for coding.
- c) Has submitted a business plan and budget to the District Vice President
- d) Has held at least one general professional members' meeting and has at least two additional general professional members' meetings included in its business plan
- e) The District Vice President has certified that the Section is viable and is able to continue as a functioning ISA Section.

SEC 5.7.5 Revoked

If a section becomes inactive, violates its charter, or is unable to identify new leadership, the Geographic Assembly may revoke the Section charter. When a section charter is revoked the following actions are required:

- a) The Section will stop using any logo's, names, or trademarks that indicate an affiliation with ISA.
- b) The District Vice President in conjunction with the members in good standing of the revoked Section shall submit, for Geographic Assembly approval, a plan for the disbursement of any remaining, locally held Section funds in accordance with applicable laws.
- c) Before any disposition of the treasury, the District Vice President should be assured that there are no unpaid bills or other financial obligations.
- d) The Section will transfer all fund balances remaining after payment of debts and other distributions required by law to ISA within 60 days of termination unless the Executive Board otherwise permits.
- e) No dues rebates accrue and no rebate checks are mailed.
- f) Any funds held by headquarters for the Section shall revert to the Society.
- g) A letter will go from the District Vice President to the Section's membership notifying them of this action.
- h) All Section members in good standing are transferred automatically to the Section geographically nearest to their listed address or to a Section recommended by the District Vice President
- i) Records of the Section, such as minutes, correspondence or paid invoices, may be stored at Society Headquarters.

REGIONS (REG)

REG 1 Purpose

The basic objective of the Regional organization is to enhance the effectiveness of Section activities when multiple Sections within a District share similar cultures and languages.

REG 2 Region Organization

One or more Regions may exist within a District in accordance with the policies of the ISA Executive Board. [Bylaws Article IX] Region boundaries typically align with country boundaries.

REG 2.1 Regional Chair

Each Region is led by Region chair.

REG 2.1.1 Qualifications

Any Member, Honorary Member, Fellow, Senior Member, Life Member or Life Fellow who is a member of a Section in the Region is eligible for election as Region chair. Section leadership experience is desirable. [Bylaws Article X, Paragraph 2]

REG 2.1.2 Term

The term of the Region chair is two years. The Region chair may not serve successive terms.

REG 2.1.3 Election

The Section delegates in the Region elect a Region chair.

REG 2.1.4 Vacancy in Office

If a Region chair is unable to complete their term a special election shall be held by the Society delegates of that Region to fill the office.

REG 3 Responsibilities

Each Region chair is responsible for overseeing the activities of the Region and is accountable to the District Council and through the District Vice President, to the ISA Geographic Assembly. The Geographic Assembly coordinates activities of the Sections and Regions, helping to ensure that ISA members are being served adequately through their Section affiliation (see GEO Section of MOP).

REG 3.1 Regional Chair Duties

Each Region chair represents the members and Sections in the Region in the considerations and actions of the District, the Geographic Assembly, and the Society; and continually conveys in both directions the information and advice essential to the Society's and its various unit's success. Working with the Section leaders, the Region chair provides guidance and support relative to Society activities, policies, programs, services, and operations with the goals of with strengthening activities of the Sections, increasing membership and improving member relations.

REG 3.1.1 Section responsibilities of the Region chair

- a) Keeps the Sections informed of policies and actions of the Executive Board and Geographic Assembly.
- b) Maintains liaison with Section officers and the District Vice President.
- c) Advises Sections on legal, financial, and accounting practices, or refers Sections leaders to ISA staff for information.
- d) Help determine means of strengthening Sections in the Region.
- e) Identify plans for membership growth in the Region including the formation of new Sections.
- f) Help Sections improve the quality of their programs to better meet the diversified needs and interests of their membership.
- g) Assists Section officers in communication with the ISA Executive Board, Geographic Assembly, ISA staff and other organizational units of the Society.
- h) Keeps informed about local Sections of other technical societies in the Region and how their activities may impact ISA membership and ISA Section relationships in the Region.

REG 3.1.2 District responsibilities of the Region chair

- a) Serves on the District Council.
- b) Provides an annual business plan (goals and objectives). The business plan will be used by ISA Headquarters to develop the District financial budget. The plan may include travel support needed for the Region chair.
- c) Promotes and coordinates Society activity in the Region/District.
- d) Keeps the District Council and the Geographic Assembly informed of plans, programs, and publicity for conferences, symposia, and exhibits scheduled in the Region.
- e) Initiates action by the Geographic Assembly on policies and programs to strengthen the activities and support the objectives of ISA in the Region.

- f) Participates in the deliberations and actions of the District Council.
- g) Maintains liaison with Committees within the District as well as with District Vice President.
- h) Represents the Society at ISA related functions in the Region.
- i) Recommends potential successors to the Region chair position.
- j) Recommend members from the Region to serve on District and Society committees.
- k) Provides an annual report of Regional activities to the District Vice President.
- l) Forwards files and other materials to the incoming Region chair.

REG 4 Administration

REG 4.1 Meeting Procedures

The Region chair participates in the District Council meetings and may also participate in the Geographic Assembly as requested.

REG 4.2 Frequency of Meetings

There are no specific Region related meetings. See DIS 4.2 for District Council meeting information.

REG 4.3 Reporting Frequency

The Region chair provides an annual report of Regional activities to the District Vice President by 1 August.

REG 5 Procedures

REG 5.1 Region Formation Guidelines

It is the responsibility of the Geographic Assembly to work with District Vice Presidents to determine the boundaries of any Regions to be established within a District. Refer to the District Vice President duties (DIS 3.1) and the Geographic Assembly responsibilities (GEO 3).

REG 5.2 Election of Regional Chair

The Region chair shall be elected by a majority vote of the Society delegates of the Region, one vote per delegate. The District Vice President will notify all Society delegates within the Region of the nominees for Region chair at least 21 days before the scheduled election.

ASSEMBLY OF OPERATIONAL VICE PRESIDENTS (OPA)

OPA 1 Purpose

The Assembly of Operational Department Vice Presidents promotes interchange of information, cooperation, and coordination of activities among operational departments as well as with the other Society groups. The Assembly will provide budget oversight for all operational activities not covered by the Geographic or Technical Assemblies.

The Assembly will act on matters delegated to it by the Executive Board within the parameters established by and under the oversight of the Executive Board.

The Assembly of Operational Vice Presidents may also be referred to as the “Operational Assembly”, or as “the Assembly” in the context of this portion of the ISA MOP.

OPA 2 Organization

Assembly Membership

a	Size	Eight, plus chair
b	Members chosen by	Vice President and Vice President-elect of the following departments: - Image and Membership - Professional Development - Publications - Strategic Planning
c	Members approved by	Ex-officio
d	Member qualifications/ restrictions	Ex-officio
e	Member Term	- Concurrent with their terms
f	Member reelection/ or reappointment	- Yes, see Bylaws Article X, Paragraph 3, e

OPA 2.1 Assembly Chair

a	Chair nominated by	Operational Assembly
b	Chair approved by	Operational Assembly
c	Chair qualifications/ restrictions	May not be a current Vice President or Vice President-elect, non-voting
d	Chair Term	One year
e	Chair reappointment	Four-year lifetime maximum

The ISA Operational Assembly will elect a chair each year to serve a one-year term beginning on 1 January of the year following election. Past Department Vice Presidents are eligible for election as chair. The chair may also serve concurrently as a member of the ISA Executive Board.

The Assembly chair will preside over all Assembly meetings and will handle such other responsibilities as the ISA Executive Board or the Operational assembly assigns. In the event that the Assembly chair is not able to be present at a scheduled meeting of the Assembly, and that the Assembly has a quorum, the Assembly may select from its ranks a member to serve as acting chair until such time as the Assembly chair becomes available. In the event that the Assembly chair is rendered incapable of performing their required duties, the Assembly shall select from its ranks a member to serve as acting chair until such time as a new chair can be elected

The Assembly chair is expected to:

- a) Facilitate all meetings and group activities and ensure that all obligations of the Assembly are being met.
- b) Report to Executive Board on activities of the Operational Assembly
- c) Serve as a mentor, particularly to the Vice Presidents-elect
- d) Handle such other responsibilities the ISA Executive Board or Operational Assembly assigns to the chair

OPA 2.1.1 Assembly Chair Election

All current members of the Assembly may participate and vote for the chair. A quorum for the election of the chair shall be a majority of the members (see Policies and Operational Guidelines, ELC 3).

OPA 3 Responsibilities

The Operational Assembly has the following responsibilities:

- a) Define the operational departments that are needed to further the objectives of the Society, subject to the plenary authority of the Executive Board.
- b) Review policies and procedures affecting their respective areas of concern including creation, consolidation, or dissolution of ISA departments.
- c) Ensure the Department Vice Presidents are providing timely input to the annual Society budget process.
- d) Ensure the departments are identifying candidates for their respective Department Vice President-elect positions.
- e) Review new technology initiatives for the Society, upon request, and recommend action or referral to an appropriate task force, committee, or department for action.

- f) Provide names to the ISA Staff to be put forth as nominations for the Executive Board position(s) required for the following year.
- g) Approve appointments of department directors and department committee chairs.
- h) Establish Assembly standing committees and appoint members as necessary.

Each member of the Operational Assembly has the following obligation to all other members of the Assembly:

- d) Identify in advance all matters that will be placed on the agenda.
- e) Document the background, basis for need and other important details related to the proposal (or request assistance from the Executive Director, or his or her designee, in preparing the documentation).
- f) Provide sufficient time for members of the Assembly to study the matter prior to the meeting

OPA 3.1 Appointments

The Operational Assembly is responsible to select individuals to staff various Society standing committees. The appointments are to be approved by the entire Operational Assembly, with terms generally beginning on 1 January, or as outlined elsewhere in this MOP. Following is a list of appointments to be approved by the Operational Assembly:

Group	MOP ref	Appointee qualifications	Number
Finance Committee	EXB 6.4.2	Assembly Chair is an ex-officio member	One
Nominating Committee	EXB 6.7.2	Leaders with experience in operational aspects of ISA	Three
Social Media and Website Advisory Committee	EXB 6.9.2	Interest and awareness of web based delivery and promotion of activities overseen by the Assembly.	One
Image & Membership Department	IMD 2.1	Director appointments	As required
Professional Development Department	PDD 2.1	Director appointments	As required
PDD External Organization Liaisons	PDD 3.4	See PDD 3.4	As required
Publication Department	PUBS 2.1	Director appointments	As required
Strategic Planning Department	SPL 2.1	Director appointments	As required

OPA 3.2 Nominations

The Assembly of Operational Vice Presidents is responsible to provide nominations of candidates who will be considered for placement on the appropriate ballot. These candidates will be submitted to the ISA staff by the published nomination deadline.

Group	Bylaws ref	Appointee qualifications	Number
Executive Board	Art. XIII, Para. 1	Leaders with experience in geographic aspects of ISA	Minimum of one

OPA 4 Administration

OPA 4.1 Meeting Procedures

Meetings of the Operational Assembly shall be conducted according to the ISA Guidelines for Meetings.

OPA 4.2 Frequency of Meetings

The chair is authorized to call meetings, to conduct business of the Assembly and to administer the Assembly's affairs in accordance with the policies and procedures of the Society.

OPA 4.3 Reporting Frequency

Periodic reports of the Assembly's activities are made by the chair to the Executive Board. A written report is submitted to the Executive Board as requested. Official files of correspondence and records are maintained by the staff designee.

OPA 5 Procedures

Operational Assembly members meet to address the responsibilities listed above (OPA 3) and to also:

- a) Share information of department and Society wide interests.
- b) Explore methods for better intra-department and intra-Society communications.
- c) Address any issues delegated to the Assembly by the Executive Board or raised by other Society groups.

OPA 6 Standing Committees

The Operational Assembly may establish standing or ad hoc committees and, as appropriate assign oversight to a designated Assembly member. Standing or ad hoc committee members and chair appointments and approvals are intended to be completed before 31 December with all terms beginning on 1 January.

ASSEMBLY OF TECHNICAL VICE PRESIDENTS (TEA)

TEC 1 Purpose

The Assembly of Technical Department Vice Presidents promotes interchange of information, cooperation, and coordination of activities among technical departments as well as with the other Society groups. The Assembly will provide budget oversight for all operational activities not covered by the Geographic or Operational Assemblies. The Assembly will act on matters delegated to it by the Executive Board within the parameters established by and under the oversight of the Executive Board.

TEC 2 Organization

Assembly Membership

a	Size	Six, plus chair
b	Members chosen by	Vice President and Vice President-elect of the following departments: - Automation & Technology - Industries & Sciences - Standards & Practices
c	Members approved by	Ex-officio
d	Member qualifications/ restrictions	Ex-officio
e	Member Term	- Concurrent with their terms
f	Member reelection/ or reappointment	- Yes, see Bylaws Article X, Paragraph 3, e

Assembly Chair

a	Chair nominated by	Technical Assembly
b	Chair approved by	Technical Assembly
c	Chair qualifications/ restrictions	May not be a current Vice President or Vice President-elect, non-voting
d	Chair Term	One year
e	Chair reappointment	Four year lifetime maximum

The ISA Technical Assembly will elect a chair each year to serve a one year term beginning on 1 January of the year following election. Past Department Vice Presidents are eligible for election as chair. The chair may also serve concurrently as a member of the ISA Executive Board.

The Assembly chair will preside over all Assembly meetings and will handle such other responsibilities as the ISA Executive Board or the Technical Assembly assigns. In the event that the Assembly chair is not able to be present at a scheduled meeting of the Assembly, and that the Assembly has a quorum, the Assembly may select from its ranks a member to serve as acting chair until such time as the Assembly chair becomes available. In the event that the Assembly chair is rendered incapable of performing their required duties, the Assembly shall select from its ranks a member to serve as acting chair until such time as a new chair can be elected.

TEC 3 Responsibilities

The Technical Assembly has the following responsibilities:

- a) Define the technical departments that are needed to further the objectives of the Society, subject to the plenary authority of the Executive Board.
- b) Review policies and procedures affecting their respective areas of concern including creation, consolidation, or dissolution of ISA departments.
- c) Ensure the Department Vice Presidents are providing timely input to the annual Society budget process.
- d) Ensure the departments are identifying candidates for their respective Department Vice President-elect positions.
- e) Review new technology initiatives for the Society, upon request, and recommend action or referral to an appropriate task force, committee, or department for action.
- f) Provide names to ISA staff to be put forth as nominations for the Executive Board position(s) required for the following year.
- g) Approve appointments of department directors and department committee chairs.
- h) Approve recommendations for creation, dissolution, or reassignment of Divisions and technical interest groups.
- i) Develop future conference program chairs for ISA events. In pursuing this activity the Department Vice Presidents will ensure that training is available for Division and Section leaders.

Each member of the Technical Assembly has the following obligation to all other members of the Assembly:

- a) Identify in advance all matters that will be placed on the agenda.
- b) Document the background, basis for need and other important details related to the proposal (or request assistance from the Executive Director, or his or her designee, in preparing the documentation).
- c) Provide sufficient time for members of the Assembly to study the matter prior to the meeting.

TEC 3.1 Appointments

The Technical Assembly is responsible to select individuals to staff various Society standing committees. The appointments are to be approved by the entire Technical Assembly, with terms generally beginning on 1 January, or as outlined elsewhere in this MOP. Following is a list of appointments to be approved by the Technical Assembly:

Group	MOP ref	Appointee qualifications	Number
Conference & Exhibit Oversight Committee	TEC 6.1.1	See TEC 6.1.2	See TEC 6.1.2
Finance Committee	EXB 6.4.2	Assembly chair is an ex-officio member	One
Nominating Committee	EXB 6.7.2	leaders with experience in operational aspects of ISA	Three
Social Media and Website Advisory Committee	EXB 6.9.2	Interest and awareness of web based delivery and promotion of activities overseen by the Assembly	One
Automation & Technology and Industries & Sciences Division Directors-elect	AT-IS 2.1 and 3.2.2, item j	See AT-IS 3.2	One appointment per division

Standards & Practices Department	S&P 2.1	Director appointments	As required
S&P External Organization Liaisons	S&P 3.4	See S&P 3.4	As required

TEC 3.2 Nominations

The Technical Assembly is responsible to provide nominations of candidates who will be considered for placement on the appropriate ballot. These candidates will be submitted to the ISA staff by the published nomination deadline.

Group	Bylaws ref	Appointee qualifications	Number
Executive Board	Art. XIII, Para. 1	leaders with experience in technical aspects of ISA	Minimum of two

TEC 4 Administration

TEC 4.1 Meeting Procedures

Meetings of the Technical Assembly shall be conducted according to the Operational Guidelines for Meetings.

TEC 4.2 Frequency of Meetings

The chair is authorized to call meetings, to conduct business of the Assembly and to administer the Assembly's affairs in accordance with the policies and procedures of the Society.

TEC 4.3 Reporting Frequency

Periodic reports of the Assembly's activities are made by the chair to the Executive Board. A written report is submitted to the Executive Board as requested. Official files of correspondence and records are maintained by the staff designee.

TEC 5 Procedures

Technical Assembly members collectively meet to:

- Share information of Department and Society wide interests.
- Explore methods for better intra-Department and intra-Society communications.
- Address any issues delegated to the Assembly by the Executive Board or raised by other Society groups.

TEC 6 Standing Committees

The Technical Assembly may establish standing or ad hoc committees and, as appropriate assign oversight to a designated Assembly member. Standing or ad hoc committee members and chair appointments and approvals are intended to be completed before 31 December with all terms beginning on 1 January.

TEC 6.1 Conference & Exhibit Oversight Committee

TEC 6.1.1 Purpose

The Conference & Exhibit Oversight Committee assures that ISA events are consistent with Society strategic plans, policies, and current needs of the membership and other segments of the automation community. An ISA event is any meeting, symposium, conference, or exhibit conducted under or utilization the ISA name and/or logo under the direction of the Society or a Society unit (division, district or region) that is planned, organized, managed, and implemented primarily by the ISA staff, in cooperation with involved members. See ISA Events and Exhibits Policy for complete details.

TEC 6.1.2 Organization

Committee Membership

a	Size of committee	Maximum of nine, including chair
b	Members appointed by	Technical Assembly chair
c	Members approved by	Technical Assembly
d	Member qualifications/ restrictions	- Experience with ISA events - Leadership at the Society-level, current and/or past - Member of Finance Committee desirable - Executive Director, or designee, non-voting member
e	Member Term	Two years, staggered
f	Member reappointment	Yes

Committee Chair

a	Chair appointed by	Technical Assembly chair
b	Chair approved by	Technical Assembly
c	Chair qualifications/ restrictions	Leadership at the Society-level, current and/or past
d	Chair Term	One year
e	Chair reappointment	Yes

TEC 6.1.3 Responsibilities

The Conference & Exhibit Oversight Committee is responsible for the following:

- Approve the schedule of all ISA events, working with staff and affected Society units.
- Review annual business plans related to ISA events as prepared by ISA staff for uniformity and confirm that resources are sufficient to achieve the desired results.
- Ensure that planned ISA events are consistent with the objectives of the Society Strategic Plan.
- Advise the Technical Assembly and Executive Board of member, market, or economic conditions that may affect the successes of the ISA events.
- Work with staff and volunteers to identify potential improvements in ISA event operations and organization.
- Review and suggestion updates to the POG ISA Events and Exhibits Policy.
- Review minutes of the Executive Board and other Society units for implications related to the ISA events.
- Work with all affected Society units to reinforce the Society policy regarding site selection, facilities and contracts as described in the POG ISA Events and Exhibits Policy

Staff is responsible for planning and implementation of the plans. This includes conducting market research, recommending sites and facilities, preparing the annual business plans, executing all contracts, selling exhibition space, marketing and promoting the events, managing and administering the financial aspects of the events, and scheduling and facilitating all activities associated with the conferences and exhibits.

TEC 6.1.4 Administration

The chair may appoint subcommittees, ad hoc committees, and liaisons as needed to carry out the responsibilities of the committee.

TEC 6.1.4.1 Frequency of Meetings

The chair is authorized to call meetings, to conduct business of the committee and to administer the committee's affairs in accordance with the policies and procedures of the Society.

TEC 6.1.4.2 Reporting Frequency

Periodic reports of the committee's activities are made by the chair to the Technical Assembly and the Executive Board. A written report is submitted as requested. Official files of correspondence, minutes and records are maintained by the staff designee.

TEC 6.1.5 Procedures

TEC 6.1.5.1 Request for Event Approval

A form is available from staff to submit request for approval of date and location of an ISA event. Requests for approval of an event should be made as early as possible, preferably no less than six to twelve months in advance.

TEC 6.2 Technology Search Committee

TEC 6.2.1 Purpose

The Technology Search Committee is charged to identify and evaluates new technical areas of interest to ISA, and to make recommendations to the Technical Assembly as whether or not to pursue the technology with the resources of ISA.

TEC 6.2.2 Organization

Committee Membership

a	Size of committee	No limitations
b	Members appointed by	Co-chairs
c	Members approved by	Technical Assembly
d	Member qualifications/ restrictions	- Technical subject expertise as needed - One staff member assigned by Executive Director, non-voting
e	Member Term	One year
f	Member reappointment	Yes

Committee Co-chairs

a	Co-chairs appointed by	One each by Technical Assembly chair and Standards & Practices Vice President
b	Chair approved by	Technical Assembly
c	Chair qualifications/ restrictions	S&P co-chair should ensure consistency with the scope of ISA standards where needed.
d	Chair Term	One year
e	Chair reappointment	Yes

TEC 6.2.3 Responsibilities

The Technology Search Committee has the following authorized responsibilities:

- a) Continually identify technical areas of interest to automation professionals and the automation community.
- b) Evaluate these areas of interest against the core competencies and strengths of ISA.
- c) Provide recommendations to the Technical Assembly as to further action by ISA to include:
 - . No further action
 - a. Development of training
 - b. Development of publications (e.g., articles or books)
 - c. Development of technical interest groups or divisions
 - d. Development of standards, recommended practices, or technical reports

TA 6.2.4 Administration

The co-chair may appoint subcommittees, ad hoc committees, and liaisons as needed to carry out the responsibilities of the committee.

TA 6.2.4.1 Frequency of Meetings

The Technology Search Committee meets with such frequency as may be necessary to carry out its business. A schedule of meetings shall be established by the co-chairs, with the concurrence of the members.

TA 6.1.4.2 Reporting Frequency

Periodic reports of the committee's activities are made by the chair to the Technical Assembly and the Executive Board. A written report is submitted as requested.

Minutes of Technology Search Committee meetings shall be made available to the committee members and members of the Technical Assembly. Technology Search Committee meeting minutes are organized to indicate:

- Items for action;
- Items for information; and
- Items for discussion.

Official files of correspondence and records are maintained by the staff designee.

DEPARTMENTS (DEP)

DEP 1 Purpose

ISA departments exist to provide direction and for the various activities undertaken by the Society. Departments focus on the technical and operational aspects of the Society, and are created and dissolved at the discretion of the Executive Board. The departments are grouped in the respective Operational and Technical Assemblies as described in the OPA and TEC sections of the Manual of Organization and Procedures (MOP).

DEP 2 Department Organization

DEP 2.1 Department Vice President and Vice President-elect

Each department is led by a Department Vice President. Each Vice President-elect shall serve as the understudy for the incumbent officer of the department for which elected.

DEP 2.1.1 Qualifications

Any Member, Honorary Member, Fellow, Senior Member, Life Member or Life Fellow is eligible for election as Department Vice President. [See Bylaws Article X, Paragraph 2]. Department leadership experience is desirable.

DEP 2.1.2 Term

The terms of both the Vice President and Vice President-elects are two years in length, beginning on 1 January of the year their term begins. [Bylaws Article X, Paragraph 3] The Vice President-elect will assume the position of Vice President upon the completion of the Vice President's term.

DEP 2.1.3 Election

Each department of the Society will have one Department Vice President, and one Department Vice President-elect. The Department Vice Presidents-elect, shall be elected during the annual Society elections, by a plurality of the votes cast by eligible voting members as defined in Article IV, Section 8, of the Bylaws.

DEP 2.1.4 Vacancy in Office

If a Vice President is unable to complete their term, the Vice President-elect will serve the balance of the preceding Vice President's term, and then serve their own term as Vice President. If a vacancy occurs in the position of Department Vice President and there is no Department Vice President-elect, an interim appointment will be made by the Executive Board until the next regular Society elections. [Bylaws X Paragraph 4, e]

DEP 2.2 Department Directors

Use of the term "director" within the Society departments is reserved for individuals who report directly to the Department Vice President. Only directors are voting members of the departments. Directors are commonly charged with leading committees whether standing or otherwise.

DEP 2.2.1 Qualifications

Any Member, Honorary Member, Fellow, Senior Member, Life Member or Life Fellow is eligible for election as Department Vice President. [See Bylaws Article X, Paragraph 2]. Department leadership experience is desirable.

DEP 2.2.2 Term

Directors are appointed for a two year and can be reappointed with no term limit.

DEP 2.2.3 Appointment

The Department Vice President is responsible for director and/or director-elect appointments which require approval of the Operational or Technical Assembly.

DEP 3 Responsibilities

The departments are responsible for administering and overseeing the activities of the department within the authority delegated by the ISA Executive Board.

DEP 3.1 Department Vice President Duties

- a) Manages the activities of the department for which elected and handles such other responsibilities as the ISA Executive Board assigns.
- b) Preside over all department meetings.
- c) Provides sufficient training for the Department Vice President-elect to assure a smooth transition at the end of the term of office.
- d) Reports to Executive Board on activities of the department.
- e) Provides a written annual report of department activities to the Society President by 31 December. [Bylaws Article X, Paragraph 6, a]. This report could include:
 - Commentary on performance vs. budget and value provided to the automation community.
 - Proposed changes in department activities with a forecast of financial implications.
 - Identification of new opportunities for the department.
- f) Works with department directors and staff to develop proposals for activities in support of the Society's strategic goals and submit to the Executive Board, with supporting information, for their action.
- g) Works with department directors and staff in the development of the Society annual budget and makes recommendations to the Executive Board prior approval of the Society budget.
- h) Monitors Society approved relationships with other organizations that have been assigned to the departments.
- i) Serves as a member of the Credentials Committee for the Council of Society Delegates.
- j) Forms standing or ad hoc committees and makes committee appointments within the department as needed. Further, the Vice President may:
 - Counsel the chair in staffing their committee and in providing for succession of leadership.
 - Exercise general direction of chairs' plans and activities, evaluates their progress and results, and attends as many committee meetings as practical.
 - Communicate the committees' recommendations or the results of special studies to the Executive Board or to other Society units.
- k) Prepares an oral report for presentation at the Leaders Meetings as requested.
- l) Works with department directors to identify and submit candidates for Vice President-elect on a biannual basis. It is highly desirable for each department to submit more than one candidate.
- m) Submits department director and/or directors-elect appointments to the Operational or Technical Assembly for approval at the Annual Leadership Conference.
- n) Maintains files and records that provide continuity in policies, plans and procedures, and transmits them to the Vice President-elect at the conclusion of the Vice President's term.

DEP 3.2 Department Vice President-elect Duties

During the elect term the Vice President-elect is expected to become thoroughly familiar with the organization, activities and plans of the department so that, upon assumption of the office of Vice President, there will be continuity in the direction of the department.

- a) Serves as understudy for the current Vice President and assists in the administration of the department.
- b) Attends meetings of the department and its organizational units as needed to advance department objectives.
- c) Participates in all planning for the department, and especially in those plans to be implemented during subsequent years.

- d) Works with the Department Vice President to develop depth of department leadership so that, when the office is assumed, capable nominees are available.
- e) Cooperates with the Vice President in writing the section of the annual report to the President on future plans, programs, organization and activities of the department.
- f) Serves as a director of the Strategic Planning Department.
- g) Participates in the Operational or Technical Assembly meetings.
- h) Temporarily assumes the duties of Department Vice President when needed.
- i) Receives copies of all correspondence to and from the Vice President.

DEP 4 Administration

Refer to the specific department MOPs for details regarding meetings and activities.

DEP 4.1 Meeting Procedures

Meetings of the departments shall be conducted according to the Operational Guidelines for Meetings.

DEP 4.2 Frequency of Meetings

Departments normally meet at each Leaders Meeting. The Vice President of each department is authorized to call meetings to conduct business of the department and to administer the department's affairs in accordance with the policies and procedures of the Society. Additionally, committees or subcommittees for various activities may meet at the discretion of the Department Vice President.

DEP 4.3 Reporting Frequency

Periodic reports of department activities are made by the Vice President to the Executive Board. A written report is submitted to the Executive Board as requested. Official files of correspondence and records are maintained by the staff designee.

Reports should include accomplishments of all organizational units for which the Vice President is responsible and the status of all major activities. Condensations of these reports are presented by the President at the Annual Members Meeting and Society Delegates Meeting, and are published for the benefit of the members.

DEP 5 Procedures

Refer to the specific department MOPs for details regarding procedures.

DEP 6 Standing Committees

Each department may establish standing or ad hoc committees. Standing or ad hoc committee members and chair appointments and approvals are intended to be completed before 31 December with all terms beginning on 1 January.

Refer to the specific department MOPs for details regarding any standing committees of the department.

Staff representative, if assigned, shall be a non-voting member of the Committee(s) which they support.

Chairs of the standing committees are expected to:

- a) Staff their committees with an adequate number of capable individuals and provide for succession to their chairs.
- b) Set objectives and plan their activities for at least one year, and for such additional years as may be practical.
- c) Call and hold meetings as needed to accomplish their objectives. Send copies of meeting notices to the Vice President.
- d) Provide or assure the provision of minutes of meetings to committee members and to the Vice President.
- e) Be prepared to deliver report of committee accomplishments and recommendations within 30 working days of request by the Vice President
- f) Provide news stories on committee activities to the Society newsletter.
- g) Provide written notice of appointments, reappointments or terminations of committee members to the Vice President

- h) Maintain a manual of organization for committees and propose revisions, as needed, to the Vice President.
- i) Maintain files and records that provide continuity in policies, plans and procedures and transmit them to the succeeding chairs.
- j) Assign a person to act as a secretary to keep minutes and records for the committee. Typically this would be the staff assigned to support the committee.

AUTOMATION & TECHNOLOGY – INDUSTRIES & SCIENCES DEPTS (AT-IS)

AT-IS 1 Purpose

The Automation & Technology and Industries & Sciences Departments serve as a coordinating and advisory body to stimulate, facilitate and advance the objectives of the Society's various divisions.

AT-IS 2 Organization

AT-IS 2.1 Department Membership

a	Size	- Automation & Technology has 9 members - Industries & Sciences has 12 member
b	Elected	- Department Vice President - Department Vice President-elect, succeeds Vice President
c	Members chosen by	- Ex officio, Division Directors
d	Directors-elect approved by	- Operational Assembly
e	Director qualifications/ restrictions	- Any Member, Senior Member, Life Member, Life Senior Member, Life Fellow, Honorary Member, who is a member of the division - One staff member assigned by the Executive Director, non-voting
f	Director Term	- Two years
g	Director reappointment	- Yes

AT-IS 2.2 Divisions

AT-IS 2.2.1 Purpose

ISA divisions are groups of members, aligned by common technical interest. Divisions program symposia, workshops and other activities in areas of interest within the division's scope. Division members provide peer review of papers and presentations to be included in ISA events and publications.

AT-IS 2.2.2 Organization

A division is organizational unit of at least 100 members (regular, Senior, Fellow, or Life) with a common technical interest as defined by the division's scope (see AT-IS 5.1).

A technical interest group is a transitional organizational unit of Society members and prospective members who pay no group dues, who share a common technical interest as defined by the group's scope.

The scope and areas of technical responsibility of divisions and technical interest groups are subject to approval by the Technical Assembly.

Following is a listing of technical divisions and technical interest groups by department:

Automation & Technology Department	Industries & Sciences Department
Divisions	Divisions
Analysis	Aerospace Industries
Automatic Controls & Robotics	Building Automation Systems
Communications	Chemical & Petroleum Industries

Management	Construction & Design
Process Measurement & Control	Education
Safety & Security	Food & Pharmaceutical Industries
Test Measurement	Mining & Metals Industries
	Power Industry
	Pulp & Paper Industry
	Water & Wastewater Industries
	Technical Interest Groups
	Leak Detection and Repair

All divisions and technical interest groups are listed below in alphabetical order.

Aerospace Industries Division (ASD) – Industries & Sciences

Concerned with all aspects of instrumentation associated with ground testing, flight testing and control of airplanes, missiles and space vehicles; and with measurements made in evaluation of the medium through which they operate.

Analysis Division (AD) – Automation & Technology

Concerned with all aspects of laboratory and process stream instrumentation using chemical, thermal, electric, electronic, optical, radio frequency, X-Ray, and chromatographic methods of analysis to determine chemical composition and product quality.

Automatic Controls and Robotics Division (ACARD) – Automation & Technology

Exchanges knowledge with leaders in the principles and practices of automatic control, including applications to physical, chemical, geological, and artificial intelligence processes. This group provides a platform for those interested in analysis, synthesis, design, mechanization, automated reasoning, expert systems, robotic sensors and vision, robotic manipulators, teleportation, space robotic systems, and industrial robotics systems. Processes include continuous, batch, and discrete operations, manufacturing, and refining.

Building Automation Systems Division (BASDIV) – Industries & Sciences

Provides a platform for building automation professionals within the larger automation society to allow them to gain a consensus within our vertical market and use that as a basis for making change within the industry. The focus building automation systems focuses on streaming processes, improving safety, efficiency and profitability.

Chemical & Petroleum Industries Division (CHEMPID) – Industries & Sciences

Concerned with all aspects of instrumentation associated with the acquisition and handling of raw materials and reagents, with research and development programs and with the processing and inspection necessary to produce and handle finished petroleum, natural gas, chemical and petrochemical products.

Communications Division (COMDIV) – Automation & Technology

Focuses on the equipment, software, and protocols involved with transmitting, reporting, and processing of real-time data, including concepts relating to data acquisition, processing, storage and transmission, information theory, and industrial IT. The work includes data transmission to/between sensors and real-time computing/control systems via analog, serial, fieldbus, Ethernet, and wireless methods.

Construction and Design Division (CONDES) – Industries & Sciences

Concerned with directing the activities of designers and constructors in the installation of instruments, and in the design and installation of instrumentation and control systems.

Education Division (EDD) – Industries & Sciences Department

Promotes and advances educational initiatives for automation engineering and automation-related courses and programs. It provides a resource for technical information for students, faculty, education professionals, and others with an interest in automation education. Advises the Executive Board regarding ISA participation in ABET, establishes and maintains model curricula to educate students on career and educational opportunities; and advises how well these programs meet policies and performance goals. Provides oversight and direction to carry out and execute programs, services and activities sponsored by ISA for students and faculty related to the field of

automation. Makes recommendations to the Professional Development Department on the general state of student affairs including the addition or modification of programs that could enhance or improve ISA's offerings to students and faculty worldwide.

Food and Pharmaceutical Industries Division (FPID) – Industries & Sciences

Concerned with all instrumentation applications and research for the processing of raw materials into packaged food and pharmaceutical products.

Leak Detection and Repair Online Technical Interest Group (LDAR) – Industries & Sciences

Provides valuable technical information from governmental regulators and industry experts. This group will focus on issues and subject matter affecting the air compliance industry and provide professionals a platform on which to share best practices for LDAR and directed inspection programs.

Management Division (MAN) – Automation & Technology

Concerned with that segment of ISA membership involved in or having an interest in management and supervision of people and projects involving instrumentation.

Mining & Metals Industries Division (M&M) – Industries & Sciences

Concerned with all aspects of instrumentation and control systems associated with the economical and environmentally sound: (1) extraction of metal ores, coal, cement, sand and gravel, and other organic and inorganic minerals from the earth (2) handling, separation, processing, fabrication, product handling & inspection, waste disposal, and the related research & development for the production of quality raw and/or finished mineral or metal products from these minerals or the subsequent intermediate products.

Power Industry Division (POWID) – Industries & Sciences

Concerned with all aspects of instrumentation as applied to processes and equipment involved in providing electrical, gas, and steam power (using fossil and nuclear fuels) for public, industrial and commercial use, excluding those involved in movement of fuels or steam from outside sources to the point of receipt by the prime distributor.

Process Measurement & Control Division (PMCD) – Automation & Technology

Concerned with that area of measurement and control instrumentation covering such process variables as flow, pressure, temperature, liquid level, weight, viscosity, etc.

Pulp & Paper Industry Division (PUPID) – Industries & Sciences

Concerned with all aspects of instrumentation associated with the acquisition and handling of raw materials, with research and development programs, and with the processing and inspection necessary to produce and handle finished pulp and paper products.

Safety and Security Division (SAFE) – Automation & Technology

Focuses on safety issues related to automation. It provides a means for information exchange among professionals who work in alarm management, burner management systems, control systems security, fire and gas protection/detection, medical safety, nuclear safety instrumented systems, and safety management.

Test Measurement Division (TMD) – Automation & Technology

Concerned with the measurement, instrumentation and techniques associated with providing test data for product development and evaluation. This includes the sensing, transducing and signal conditioning means used for static and dynamic measurement of such variables as force, mass dimension, strain; displacement, velocity, and acceleration; tensile, impact and compressive strength; temperature and thermal properties; time and frequency; thrust and torque; pressure, vacuum and flow, electrical quantities, photo-optics and radiation.

Water and Wastewater Industries Division (WWID) – Industries & Sciences

Concerned with all aspects of instrumentation related to industry and commercial systems associated with water and wastewater management.

AT-IS 3 Responsibilities

The Automation & Technology and Industries & Sciences Departments, working with staff and all Society units, are responsible for overseeing programs, recommending policy and initiating activities to:

- a) Encourage divisions to act as a repository for technical knowledge among all pertinent sources.
- b) Facilitate dissemination of technical knowledge working with the:
 - Professional Development Department to identify and develop formal education activities
 - Publications Department to identify and develop technical publications
 - Standards & Practices Department to identify and/or revise ISA standards
- c) Promote cooperative section/division programs to enhance members' local section experience.
- d) Promote and participate in mutually beneficial relationships with related technical and scientific organizations.
- e) Act as a resource for technical information requested by members.
- f) Develop and monitor progress to meet the strategic business plan for division services.

AT-IS 3.1 Department Vice President and Vice President-elect Responsibilities

In addition to the responsibilities identified in Department MOP section DEP 3, the A&T and I&S Vice Presidents are expected to:

- a) Provide or obtain the support for division leaders to achieve division objectives.
- b) Represent the members and the divisions in the department in the deliberations and actions of the Executive Board.
- c) Supervise the plans and programs of divisions in the respective departments. (AT-IS 2.2.2).
- d) Provide timely input to the Society budget process by compiling plans and budgets of symposia programmed by divisions of the department.
- e) Monitor technical quality and administrative effectiveness of each division activities.
- f) Recommend a transition from technical interest group to a division for approval by the Technical Assembly.
- g) Recommend the dissolution of inactive divisions for approval by the Technical Assembly.
- h) Recommend reassignment of divisions within the departments.
- i) Work with the division directors to identify and submit candidates for Vice President-elect to ISA staff on a biannual basis. Past division directors or active division leaders are normally a viable source for qualified candidates. It is highly desirable for each department to submit more than one candidate.
- j) Review nominations for the society-level Division Leader Excellence Award and inform the Honors and Awards Committee which of the nominations meet a minimum threshold for the award.
- k) Ensure that at least one nomination for the society-level Division Leader Excellence Award is submitted to the Honors and Award Committee by division members.

AT-IS 3.2 Division Director Responsibilities

Each division of the Society is led by a director who has the following responsibilities.

AT-IS 3.2.1 Division Responsibilities of the Division Director

- a) Initiate, implement, and monitor programs, projects, liaison contacts and communications to achieve division objectives.
- b) Exchange and disseminate technical information through forums and publications involving peer evaluation and critique.
- c) Submit division news items to the *InTech* Editor.
- d) Stimulate interchange of professional information among division members.
- e) Recognize professional contributions by submitting nominations for ISA awards and Fellow grade membership.
- f) Establish technical, administrative and ad hoc committees needed to achieve division objectives.
- g) Schedule meetings of division leaders as needed.
- h) Ensure that symposia dates and locations are established early.
- i) Provide strong leadership for division's symposia by:
 - Appointing a Division Program Coordinator who serves as the focal point for the division's participation in a Society conference or division symposia.
 - Ensuring the Division Program Coordinator receives information necessary to manage the division's participation in the Society conference or division symposia including target dates for appointments, paper solicitation, preparation, and review.

- Ensuring that symposia committees are properly staffed.
- j) Ensure that requirements of the “Symposium Operating Guide” are fulfilled for symposia or conferences.

AT-IS 3.2.2 Department Responsibilities of the Division Director

- a) Serve as a voting member of the Automation & Technology or Industries & Sciences Department.
- b) Be familiar with the ISA vision, mission, and strategic goals.
- c) Be familiar with the strategic business plan objectives of all Society operating units.
- d) Understand and be prepared to offer constructive comment on ongoing and proposed initiatives of the department.
- e) Be familiar with current best practices and actively work with ISA staff in an oversight and advisory capacity.
- f) Work with staff to provide timely and consistently formatted input to the Society budget process for the division, including planned symposia.
- g) Work with the Department Vice President to prepare an annual business plan outlining goals and objectives for the year.
- h) Submit proposal and program objective for division symposia or short courses to the Department Vice President.
- i) Work with Department Vice President to prepare and submit any items for action or information to the appropriate Society body.
- j) Appoint the director-elect with the approval of the Department Vice President and the Technical Assembly. The director-elect serves until he succeeds the director.
- k) May also appoint a Secretary and/or Treasurer.
- l) Ensure standing committee chairs follow instructions in AT-IS 6 Standing Committees.
- m) Submit annual report of division accomplishments and plans to the Department Vice President by 1 July.
- n) Maintains files and records that provide continuity in policies, plans, and procedures and transmits them to the director-elect at the conclusion of the director’s term.

AT-IS 3.3 Division Director-elect Responsibilities

During the elect term the director-elect is expected to become thoroughly familiar with the organization, activities, and plans of the division so that assumption of the role of director there will be continuity in the direction of the division.

- j) Serve as understudy for the current director and assists in the administration of the division.
- k) Attend meetings of the division as needed to advance division objectives.
- l) Participate in all planning for the division, and especially in those plans to be implemented during subsequent years.
- m) Work with the director to develop depth of division leadership so that, when the office is assumed, capable individuals are available.
- n) Temporarily assume the duties of director when needed.
- o) Receive copies of all correspondence to and from the director.

AT-IS 3.4 Appointments

The Automation & Technology and Industries & Sciences Departments are responsible to select individuals to staff various Society standing committees. The appointments are to be approved by the respective departments, with terms generally beginning on 1 January, or as outlined elsewhere in this MOP. Following is a list of appointments to be approved by the Automation & Technology and Industries & Sciences Departments:

Group	MOP ref	Appointee qualifications	Number
Certification Board	PDD 6.3.2	None	one per department

AT-IS 4 Administration

Meeting procedures, frequency of meetings, and reporting frequency are consistent with the information provided in DEP 4. If any unique administration requirements for the departments or divisions are identified they can be documented in this section as needed.

AT-IS 4.1 Meeting Procedures

Meetings of the Automation & Technology and Industries & Sciences Departments and divisions shall be conducted according to the ISA Guidelines for Meetings.

AT-IS 4.2 Frequency of Meetings

Departments normally meet at each Leaders Meeting. The Vice President of each department is authorized to call meetings as described in DEP 4.2.

Divisions normally meet at least once a year or more often at the request of the division director.

AT-IS 4.3 Reporting Frequency

Periodic reports of department activities are made by the Vice Presidents to the Executive Board. A written report is submitted to the Executive Board as requested.

Periodic reports of division activities are made by the division directors to the Department Vice President.

Official files of correspondence and records are maintained by the staff designee.

AT-IS 4.4 Division Dues

Division dues are established independently of ISA member dues under the authority of the ISA Executive Board based on recommendations from the Image & Membership Department. Division dues are collected and administered by ISA as part of the standard member dues process.

AT-IS 5 Procedures

AT-IS 5.1 Division Formation and Status

The following guidelines are provided to determine when it is appropriate to establish a new Division and to confirm the status of existing divisions.

- a) Leadership available to serve as division director.
- b) At least 100 members (regular, Senior, Fellow, or Life).
- c) Consideration of impact on budget.
- d) Consideration of impact on existing divisions.

AT-IS 5.1.1 Formation of a Technical Interest Group

When at least 100 members (regular, Senior, Fellow, or Life) are identified who share a specific technical interest not already addressed by an existing division a technical interest group can be formed as the first step in establishing a new division. Once a technical interest group is formed the Department Vice President will work to:

- a) Identify leaders.
- b) Develop an annual business plan and submit to the Technical Assembly for review.
- c) Work with staff to prepare input to the Society's annual budget.

After a technical interest group has existed for at least two years, the Department Vice President may submit a request for approval of division status. A technical interest group may exist for up to five years after which it will either transition to a committee within an existing division or be dissolved.

AT-IS 5.1.2 Revocation of Division Status

Two years after gaining division status, divisions must maintain 100 members (regular, Senior, Fellow, or Life). Should a division's membership drop below 100 at any time after the second year, within ninety days, the responsible Department Vice President will investigate the division and distribute a written recommendation to the Technical Assembly giving: (1) a chronological program for restoring the division's membership appeal, or (2) a recommendation for revocation of division status.

AT-IS 5.2 Division Symposia

Divisions may choose to organize symposia to provide automation professionals with the current technical information. Symposia are managed following the ISA Events and Exhibits Policy. Divisions may not initiate any agreement or contract that may legally or financially bind the Society. All divisions are required to enlist staff to review and execute any agreements or contracts.

AT-IS 5.3 Division Newsletters

Newsletters are a primary communication tool and benefit derived by division members. Each division is required to produce at least one newsletter in a 12 month period to remain an active division.

AT-IS 5.4 Department Awards

The following awards can be presented annually at a department sponsored function typically held in conjunction with the Annual Leadership Conference. Vice President or designee coordinates with ISA staff to have suitably inscribed plaques made for departmental awards.

AT-IS 5.4.1 ISA Division Communications Awards

Description: The ISA Division Communications Award recognizes the efforts of the division that best communicates on a regular basis with its membership. It was originated to stimulate the improvement in division communications and to encourage communication of division activities, plans and achievements. The award may be conferred to a division in both the Automation & Technology and Industries & Sciences Departments.

Criteria: The following categories serve as the basis for judging and determining award winners: 1) internal division communications like newsletter and web pages 2) automation communications accessible outside the division as but limited to articles submitted to *InTech*, *ISA Transaction* or YouTube videos etc. Each category contains a series of questions that are assigned a point value based upon their importance and how each submission meets the specific criteria.

Administration: The award is administered by the individual department honors and awards review committee. The committee will consist of the Department Vice President, Advisory Board chair, and the department Honors & Awards chair. The Department Vice President will select one alternate if two members of the awards committee are members of the same division.

AT-IS 5.4.2 Outstanding Division – Automation & Technology Department

Description: This award recognizes the efforts of a division within the Automation & Technology Department based upon their annual membership involvement activities.

Criteria: Any active division under the Automation & Technology Department is eligible to receive this award. A runner-up may also be recognized.

Administration: The award is administered, recommended and selected by the individual Automation & Technology Department VP and VP-elect, based upon review of regularly submitted division activity reports. Automation & Technology Vice President and/or VP-elect coordinates with ISA staff to have suitably inscribed plaques made for this departmental award and/or for its runner-up.

AT-IS 5.4.3 Outstanding Division – Industries & Sciences Department

Description: This award recognizes the efforts of a Division within the I&S Department based upon their annual membership involvement activities.

Criteria: Any active division under the Industries & Sciences Department is eligible to receive this award. A runner-up may also be recognized.

Administration: The award is administered, recommended and selected by the individual Industries & Sciences Department VP and VP-elect, based upon review of regularly submitted division activity reports. Industries &

Sciences Vice President and/or VP-elect coordinates with ISA staff to have suitably inscribed plaques made for this departmental award and/or for its runner-up.

AT-IS 5.4.4 Other Department Recognitions

In addition to those specific awards indicated above, departments may also elect to read a list of annual awards given by division's earlier in the year to be recognized as part of the Annual Leadership Conference.

AT-IS 5.5 Requirements for Establishing New Division Awards

Divisions may establish awards to recognize achievements by division members or other individuals in areas related to the approved scope of the division. The Division Awards Committee prepares a specification for the proposed award that includes:

- a) A description of the award. The name of the award, if any, should not conflict with any Society awards administered by the Society Honors and Award Committee.
- b) The criteria of the award including qualifications of the recipient.
- c) Administrative procedures include:
 1. Nomination and judging procedures.
 2. Certification by the division director of the qualification of the proposed recipient prior to any announcement.
 3. Place and manner of presentation at an appropriate time, such as the division symposium or a membership meeting.
 4. Notification of the Division Newsletter Editor for appropriate recognition in the division newsletter.
 5. Notification of the ISA Executive Director for listing in Society publications. Recipients will be reported to the Executive Board for information annually.
- d) Honoraria, if any, subject to the ISA Society Awards Policies [POG].

The Division Director will:

- a) Review the specifications for conformity with ISA policy.
- b) Review the availability of qualified nominees and includes this information in the recommendation.
- c) Forward the specification to the Department Vice President for approval.
- d) Insure that no premature announcement of the proposed award is made.

The Department Vice President will confer with the Honors & Awards Committee to:

- a) Resolve any apparent conflicts with ISA policy.
- b) Approve such awards as meet these criteria.
- c) Refer questions not covered herein to the Executive Board for resolution prior to approval.
- d) Report the award to the Executive Board for information.
- e) Establish that multiple awards within any division are based on a demonstrable capability to administer them.

Once a division award is established and has a demonstrated scope beyond that of the sponsoring division, the division may consider pursuing establishment of a Society award by following the procedures with the ISA Honors & Awards Committee. The caliber and number of nominees available, the reaction to past awards, similar awards by other groups, possible endowment for the award, and plans for supporting the Society in administering the award would be considerations for recommending establishing a Society award.

AT-IS 5.6 Division Insignia Jewelry

In 1969, authorization was provided for division insignia attachments for display with Society insignia jewelry. All division insignia should follow a similar design pattern which will permit a member to identify his division affiliation. A specific insignia design for each interested division may be arranged through Headquarters upon request. Use of specific division insignia may be authorized by the Executive Board upon reviewing the proposed design, and a financial plan is developed between the division and headquarters

AT-IS 6 Standing Committees

The Department Vice Presidents and/or division directors may create standing and temporary committees, task forces, and other groups as it determines necessary to support their objectives. Chairs of the standing committees

will be appointed by the Department Vice President or division director and approved by the department. Standing committee chairs and members need to be division members.

Chairs of the standing committees are expected to:

- a) Staff their committees with an adequate number of capable individuals and provide for succession to their chairs.
- b) Set objectives and plan their activities for at least one year, and for such additional years as may be practical.
- c) Call and hold meetings as needed to accomplish their objectives. Send copies of meeting notices to the division director.
- d) Provide or assure the provision of minutes of meetings to committee members and to the division director.
- e) Submit a report of the committee's accomplishments to the division director by 1 June.
- f) Provide news stories on committee activities to the Society newsletter.
- g) Provide written notice of appointments, reappointments or terminations of committee members to the division director
- h) Maintain a manual of organization for committees and propose revisions, as needed, to the division director.
- i) Maintain files and records that provide continuity in policies, plans and procedures and transmit them to the succeeding chairs.
- j) Assign a person to act as a secretary to keep minutes and records for the committee. Typically this would be the staff assigned to support the committee.

AT-IS 6.1 Division Awards Committees

AT-IS 6.1.1 Purpose

A division may establish a standing Awards Committee to administer awards defined by the division and the Automation & Technology and Industries & Sciences Departments.

AT-IS 6.1.2 Organization

The Division Awards Committee is normally chaired by the immediate past director and includes at least one additional former director (more are recommended). The committee is organized for continuity and to broadly represent the scope of the division.

AT-IS 6.1.3 Responsibilities

The Division Awards Committee reviews awards and procedures, recommends changes as required and ensures that the criteria for which the award was established are maintained.

AT-IS 6.1.4 Administration

Meeting procedures, frequency of meetings, and reporting frequency are consistent with the information provided in DEP 4. If any unique administration requirements for the committee are identified they can be documented in this section as needed.

All minutes and reports shall be considered confidential and distribution shall be at the discretion of the chair of each committee.

AT-IS 6.1.5 Procedures

Two-thirds of the total committee membership must approve the selection of a recipient for any award to be granted.

AT-IS 6.1.6 Division Awards

The division awards program provides peer recognition of outstanding achievements and contributions within the scope of the division activities. Awards consist of certificates of appreciation, commemorative items, plaques and honoraria. Recipients of division awards are also eligible for department and Society awards.

AT-IS 6.1.6.1 Division Paper Awards

Description: Awards which relate to paper preparation or presentation.

Criteria: The paper is originally written or presented within the framework of an ISA meeting or publication. If so stipulated in the award procedure, style, technique and quality of presentation may be considered. Papers considered must meet all criteria of ISA, including thorough review by a competent review board.

Administration and Judging: Where the paper has been published in *InTech* or *ISA Transactions*, coordination with the Publications Department prior to announcing the award is required. Papers programmed outside the division are granted an award only after the responsible officer of the programming section, division or department has concurred. Papers receiving division awards remain eligible for Society awards. Award specification must provide for the contingency of multiple authors. Approval by two-thirds of the Division Awards Committee is required.

AT-IS 6.1.6.2 Outstanding Service in Instrumentation Awards

Description: Awards which relate to outstanding service in the field of instrumentation, the discipline covered by the scope of the division, the division or ISA through the framework of the division, or a combination of these.

Criteria: The service of the individual is noteworthy, exemplary, or unique (not time-in-grade) and exceeds the normal duties of the offices held. In addition, the service is of a nature which advances the stature of the division and/or ISA, is of a tangible nature which can be identified for commendation and if within ISA or the division, is of an extraordinary nature, beyond the description of the position.

Administration and Judging: Approval by two-thirds of the Division Awards Committee is required.

AT-IS 6.1.6.3 Division Service Recognition

Description: Recognizes an individual(s) for distinguished and dedicated service to the division.

Criteria: The member has advanced the objectives of the division with tangible and documented results.

Administration and Judging: Recognition for division service by certificate or token of nominal value is recommended by the division director to the Division Awards Committee. Approval by two-thirds of the Division Awards Committee is required.

IMAGE AND MEMBERSHIP DEPARTMENT (IMD)

IMD 1 Purpose

The Image and Membership Department serves as a coordinating and advisory entity that facilitates the integration of image and member activities among all ISA units.

IMD 2 Organization

IMD 2.1 Department Membership

a	Size	Between 8 and 12 members
b	Elected	- Department Vice President - Department Vice President-elect, succeeds Vice President
c	Directors chosen by	- Ex-officio, as defined below - At-large, identified by Department Vice President - One Director identified by the Geographic Assembly

d	Directors approved by	- Ex-officio, immediate past Department Vice President - At-large, approved by Operational Assembly - One Director approved by the Geographic Assembly
e	Director qualifications/ restrictions	- Immediate past Department Vice President - One to two Directors with previous department experience - Four to seven Directors at-large, one must be a Life, Life Senior, or Life Fellow Member to chair the Life Member's Committee - One Director appointed by the Geographic Assembly - One staff member assigned by the Executive Director, non-voting
f	Director Term	- Two years
g	Director reelection/ or reappointment	- Yes

Due to the importance of the department's responsibilities, every effort should be expended to achieve a balance of membership in the department between experienced past officers and leaders of the department for continuity and new members that bring new perspectives and representation of the diversity of the Society membership.

It is desirable for department directors and committee members to have a background in marketing, communications, and/or business management and bring to the position a financial understanding of Society membership activities.

IMD 3 Responsibilities

The Image and Membership Department, working with staff and all Society units, is responsible for overseeing programs, recommending policy and initiating activities relating to the following:

- a) Promote recognition of the Society and the ISA brand.
- b) Enhance the member experience.
- c) Oversee and recommend programs and activities to support membership recruitment and retention.
- d) Periodically review membership categories and dues structure.
- e) Oversee and recommend member benefits and privilege offerings.
- f) Oversee and recommend marketing strategies to communicate ISA membership benefits.
- g) Monitor the overall quality and effectiveness of existing programs in meeting member needs and provide recommendations for continuous improvement.
- h) Develop and monitor progress to meet the strategic business plan for member services.

IMD 3.1 Department Vice President Responsibilities

In addition to the responsibilities listed in Department MOP section DEP 3, the Department Vice President is expected to lead the department to oversee all new and existing Society programs to ensure a consistent and professional presentation of products and services that meet the needs of Society members and contribute to advancing the science and technology of automation. In fulfilling this responsibility, the Department Vice President will:

- a) Serve as a voting member of the Operational Assembly.
- b) Establish appropriate intra-and inter-society channels of communication and liaison contacts.
- c) Develop plans and proposals, in conjunction with the ISA staff, for the introduction of new services and for the refinement of existing programs.
- d) Recommend new member programs and services to the Executive Board as required.
- e) Serve as a member of all department committees.
- f) Work with the Department Vice President-elect and past Department Vice President to submit two or more candidates for the position of Image and Membership Vice President-elect on a biannual basis. See DEP 3.1 and EXB 6.7.6.1.
- g) Annually submit list of directors for approval by the Operational Assembly.
- h) Annually appoint committee chairs and committee members within the department to monitor, oversee and guide the various elements of the Image and Membership Department's programs.

IMD 3.2 Department Vice President-elect Responsibilities

In addition to the responsibilities listed in Department MOP section DEP 3, the Department Vice President-elect works closely with the Department Vice President to provide continuity of the department's various initiatives. In fulfilling this responsibility, the Department Vice President-elect will:

- a) Serve as a voting member of the Image & Membership Department.
- b) Serve as a voting member of the Operational Assembly.
- c) Serve as a voting member of the Strategic Planning Department and should understand the details of the strategic objectives and tactics pertaining to Image & Membership Department.
- d) Serve as a member of all department committees to fully understand the issues in each area.
- e) Undertake special projects as directed by the Department Vice President.

IMD 3.3 Department Director Responsibilities

For the department to be successful in fulfilling its objectives and responsibilities, directors of the department should:

- a) Serve as a voting member of the Image & Membership Department.
- b) Be familiar with the ISA vision, mission, and strategic goals.
- c) Be familiar with the strategic business plan objectives of all Society operating units.
- d) Understand and be prepared to offer constructive comment on ongoing and proposed initiatives of the department.
- e) Be familiar with current best practices and actively work with ISA staff in an oversight and advisory capacity.
- f) Serve as liaison to specific Society units to share information regarding initiatives and activities affecting the Society's image and membership objectives when appointed by the Department Vice President.
- g) Serve as a member or chair of department committees when appointed by the Department Vice President.
- h) Analyze both short and long term needs within the assigned area of purview.
- i) Monitor, oversee, and provide guidance for one or more elements of the Image and Membership Department in support of the department's purpose.

IMD 4 Administration

Meeting procedures, frequency of meetings, and reporting frequency are consistent with the information provided in DEP 4. If any unique administration requirements for the department are identified they can be documented in this section as needed.

IMD 4.1 Meeting Procedures

Meetings of the Image and Membership Department shall be conducted according to the ISA Guidelines for Meetings.

IMD 4.2 Frequency of Meetings

The department normally meets at each Leaders Meeting. The Vice President of each department is authorized to call meetings as described in DEP 4.2. Additionally, committees or subcommittees for various activities may meet at the discretion of the Department Vice President.

IMD 4.3 Reporting Frequency

Periodic reports of the department activities are made by the Vice President to the Executive Board. A written report is submitted to the Executive Board as requested.

Official files of correspondence and records are maintained by the staff designee.

All minutes and reports shall be considered confidential and distribution shall be at the discretion of the chair of each committee.

IMD 5 Procedures

IMD 5.1 Society Dues Changes

The Membership Committee of the Image and Membership Department working with staff will develop proposals related to member classes and dues. Any changes recommended will be submitted to the Executive Board for approval and where necessary, to the Council of Society Delegates.

IMD 6 Standing Committees

The department may create standing and temporary committees, task forces, and other groups as it determines necessary to support its objectives. Each committee will have a department director as its chair who will be appointed by the Vice President and approved by the department, unless otherwise specified below. All groups must have at least one director of the department serving on the committee, but may have other ISA Members that also serve on the committee.

Refer to DEP 6 for general information regarding all standing committees and committee chair responsibilities.

IMD 6.1 Society Image and Publicity Committee

IMD 6.1.1 Purpose

This committee advises the Department Vice President on programs, policies, and practices related to the Society's image and public relations activities; advises on how well the programs are meeting policies and performance goals that are approved by the ISA Executive Board.

IMD 6.1.2 Organization

The chair is a director of the Image and Membership Department and shall have significant experience and knowledge in the full breadth of ISA's products, services, and activities. The chair shall select committee members that possess an interest in and understanding of public relations value and practices.

IMD 6.1.3 Responsibilities

The Society Image and Publicity Committee has the following responsibilities:

- a) Monitor and evaluates the performance of the Society's image and public relations activities with respect to policies and goals approved by the ISA Executive Board and advises the Vice President accordingly.
- b) Identify opportunities and makes recommendations to enhance the Society's public image to the Department Vice President and Vice Presidents of other operating entities as they employ public relations to extend and enhance the Society's image and recognition; works with staff to implement approved recommendations.
- c) Act as instructed by the Department Vice President in any other matter pertaining to the Society's public relations activities.

IMD 6.1.4 Administration

Meeting procedures, frequency of meetings, and reporting frequency are consistent with the information provided in DEP 4. If any unique administration requirements for the committee are identified they can be documented in this section as needed.

IMD 6.1.5 Procedures

The Society Image and Publicity Committee meets to support the activities of the Image and Membership Department as required.

IMD 6.2 Membership Committee

IMD 6.2.1 Purpose

This committee advises the Department Vice President and staff on recommendations for new member categories, changes in member benefits and privileges, changes in dues structure, and member recruitment and retention activities.

IMD 6.2.2 Organization

The chair is a department director and shall have significant experience and knowledge with the full breadth of ISA's and other similar society's membership activities. The chair shall select committee members that possess an interest in and understanding of professional society membership and ISA's membership practices and activities.

IMD 6.2.3 Responsibilities

The Membership Committee has the following responsibilities:

- a) Undertake studies to benchmark and monitor other professional societies to understand what new benefits and privileges are available and potentially desirable to ISA members.
- b) Work with Society units to identify and develop member benefits to attract and retain members for ISA.
- c) Recommend changes in ISA member benefit and privilege offerings.
- d) Identifies new member categories and recommend changes in dues structure.
- e) Monitor and report on member recruitment and retention practices and results; recommend changes as appropriate.
- f) Provide recommendations for editorial content and coverage of contemporary concerns for the readership of Society publications as appropriate (online blogs, ISA website, printed media, etc.).
- g) Work with Department Vice President and staff to seek approval for and implement recommendations.
- h) Act as instructed by the Department Vice President in any other matter pertaining to membership programs and activities.

IMD 6.2.4 Administration

Meeting procedures, frequency of meetings, and reporting frequency are consistent with the information provided in DEP 4. If any unique administration requirements for the committee are identified they can be documented in this section as needed.

IMD 6.2.5 Procedures

The Membership Committee meets to support the activities of the Image and Membership Department as required.

IMD 6.3 Global Development Committee

IMD 6.3.1 Purpose

The Global Development Committee advises the Department Vice President on programs that will meet department expectations' regarding matters of global Society membership.

IMD 6.3.2 Organization

The chair is a department director and shall have significant experience and knowledge with the full breadth of ISA's and other similar society's membership activities. The chair shall select committee members that possess an interest in and understanding of ISA's global activities.

IMD 6.3.3 Responsibilities

The Global Development Committee has the following responsibilities:

- a) Act as a focal point within the department for all global Society membership activities.
- b) Monitor, evaluate, report on members' expectations of ISA's global image and membership activities.

IMD 6.3.4 Administration

Meeting procedures, frequency of meetings, and reporting frequency are consistent with the information provided in DEP 4. If any unique administration requirements for the committee are identified they can be documented in this section as needed.

IMD 6.3.5 Procedures

The Global Development Committee meets to support the activities of the Image and Membership Department as required.

IMD 6.4 Life Members Committee

IMD 6.4.1 Purpose

The Life Members Committee serves as a mentoring and resource group within the Society.

IMD 6.4.2 Organization

The chair is a department director and must be an ISA Life, Life Senior, or Life Fellow Member. The chair shall select committee members who are also ISA Life, Life Senior, or Life Fellow Members who possess interest in and understanding of professional society membership and who have a desire to serve as a mentoring resource within the Society.

IMD 6.4.3 Responsibilities

The Life Members Committee has the following responsibilities:

- a) Channel the wisdom and expertise of Life Members to entry-level industry professionals.
- b) Involve Life Members in the activities of ISA.
- c) Provide a continuing and meaningful role for Life Members within the Society.
- d) Work with staff to solicit contributions from Life Members to fund Life Member Committee Scholarship/Mentorship fund.

IMD 6.4.4 Administration

Meeting procedures, frequency of meetings, and reporting frequency are consistent with the information provided in DEP 4. If any unique administration requirements for the committee are identified they can be documented in this section as needed.

IMD 6.4.5 Procedures

The Life Members Committee meets to support the activities of the Image and Membership Department as required.

PROFESSIONAL DEVELOPMENT DEPARTMENT (PDD)

PDD 1 Purpose

The Professional Development Department is responsible for policy and oversight of all educational and professional development activities of ISA. The department, working with staff, oversees the development and implementation of a comprehensive set of educational and professional development programs to meet the needs of Society members and automation professionals.

PDD 2 Organization

PDD 2.1 Department Membership

a	Size	- No limitations
b	Elected	- Department Vice President - Department Vice President-elect, succeeds Vice President
c	Directors chosen by	- Ex-officio, as defined below - At-large, identified by Department Vice President
d	Directors approved by	- Ex-officio, immediate past Department Vice President - At-large, approved by Operational Assembly
e	Director qualifications/ restrictions	- Immediate past Department Vice President - At-large, as described below - One staff member assigned by the Executive Director, non-voting
f	Director Term	- Two year
g	Director reelection/ or reappointment	- Yes

Due to the importance of the department's responsibilities, every effort should be expended to achieve a balance of membership in the department between experienced past officers and leaders of the department for continuity and new members that bring new perspectives and representation of the diversity of the Society membership.

PDD 3 Responsibilities

The Professional Development Department, working with staff and selected Society units, is responsible for overseeing programs, recommending policy, and initiating activities relating to the following:

- a) Instructor-led industry training courses.
- b) Distance education programs including web based training.
- c) Certification programs.
- d) Professional licensing/registration.
- e) Supporting institutional accreditation.
- f) Student member activities.
- g) Volunteer leadership development training.
- h) Other professional development activities of the Society as may be initiated upon approval of the ISA Executive Board.
- i) Develop and monitor progress to meet the strategic business plan for professional development activities.

PDD 3.1 Department Vice President Responsibilities

In addition to the responsibilities listed in Department MOP section DEP 3, the Department Vice President is expected to lead the department to develop, implement, and oversee a comprehensive program of Society educational and professional development services that meet the needs of Society members and contribute to advancing the science and technology of automation. In fulfilling this responsibility, the Department Vice President will:

- a) Serve as a voting member of the Operational Assembly.
- b) Establish appropriate intra-and inter-society channels of communication and liaison contacts.
- c) Serve as a member of all department committees and certification committees.
- d) Work with the Department Vice President-elect and Past Department Vice President to submit two or more candidates for the position of Vice President-elect on a biannual basis. See DEP 3.1 and EXB 6.7.6.1.
- e) Annually submit list of directors for approval by the Operational Assembly.
- f) Annually appoint committee chairs and committee members within the department.
- g) Monitor the quality and effectiveness of all ISA Professional Development programs.
- h) Recommend new professional development programs to the Executive Board as required.

PDD 3.2 Department Vice President-elect Responsibilities

In addition to the responsibilities listed in Department MOP section DEP 3, the Department Vice President-elect works closely with the Department Vice President to provide continuity of the department's various initiatives. In fulfilling this responsibility, the Department Vice President-elect will:

- a) Serve as a voting member of the Professional Development Department.
- b) Serve as a voting member of the Operational Assembly.
- c) Serve as a voting member of the Strategic Planning Department and should understand the details of the strategic objectives and tactics pertaining to Professional Development Department.
- d) Serve as a member of all department committees to fully understand the issues in each area.
- e) Undertake special projects as directed by the Department Vice President.
- f) Provide recommendations for editorial content and professional development activities for the readership of Society publications as appropriate (online blogs, ISA website, printed media, etc.).

PDD 3.3 Department Director Responsibilities

For the department to be successful in fulfilling its objectives and responsibilities, directors of the department should:

- a) Serve as a voting member of the Professional Development Department.
- b) Be familiar with the ISA vision, mission, and strategic goals.
- c) Be familiar with the strategic business plan objectives of all Society operating units.
- d) Understand and be prepared to offer constructive comment on ongoing and proposed initiatives of the department.

- e) Be familiar with current best practices and actively work with ISA staff in an oversight and advisory capacity.
- f) Serve as a member or chair of a department committee or certification committee if appointed by the Department Vice President.
- g) Monitor, oversee, and provide guidance for one or more elements of the Professional Development Department program in support of the Professional Development Department general objectives.
- h) Serve as liaison to specific Society units to share information regarding initiatives and activities affecting the Society's professional development objectives when appointed by the Department Vice President.
- i) Oversee and report on any external relationships as assigned by the Department Vice President and Executive Board (POG Relationships with Other Organizations).
- j) Recommend policy and standards of business performance for products or services within assigned area of responsibility based on member expectations.
- k) Analyze both short and long term needs within the assigned area of responsibility.
- l) Develop plans and proposals, in conjunction with the ISA staff, for the introduction of new services and for the refinement of existing programs.
- m) Work with Department Vice President to prepare and submit any items for action or information to the appropriate Society body.
- n) Undertake special projects as directed by the Department Vice President.
- o) Submit an annual report of accomplishments, plans and suggestions to the Department Vice President as requested.

PDD 3.4 Appointments

The Professional Development Department is responsible to select individuals to serve as liaisons or delegates to other organizations following the Society policy for Relationships with Other Organizations. Following is a list of appointments:

Group	Approved by:	Appointee qualifications	Number
NCEES/POLC in connection with state licensure of control systems engineers	Operational Assembly	None specified	One
NCEES/Exam	Operational Assembly	None specified	One
NICET	Operational Assembly	None specified	One
ABET	See note ->	<i>Responsibility for identifying and approving this appointment was moved to Executive Board at the request of PDD, June 2015</i>	

PDD 4 Administration

Meeting procedures, frequency of meetings, and reporting frequency are consistent with the information provided in DEP 4. If any unique administration requirements for the department are identified they can be documented in this section as needed.

PDD 4.1 Meeting Procedures

Meetings of the Professional Development Department shall be conducted according to the ISA Guidelines for Meetings.

PDD 4.2 Frequency of Meetings

The department normally meets at each Leaders Meeting. The Vice President of each department is authorized to call meetings as described in DEP 4.2. Additionally, committees or subcommittees for various activities may meet at the discretion of the Department Vice President.

PDD 4.3 Reporting Frequency

Periodic reports of the department activities are made by the Vice President to the Executive Board. A written report is submitted to the Executive Board as requested.

Official files of correspondence and records are maintained by the staff designee.

All minutes and reports shall be considered confidential and distribution shall be at the discretion of the chair of each committee.

PDD 4.4 Relationships with Other Educational Organizations

The Society budget may include funding to cover expenses related to supporting individuals who are appointed to serve as liaisons and delegates to other organizations following the Society policy for Relationships with Other Organizations.

PDD 5 Procedures

If any unique procedural requirements for the department are identified they can be documented in this section as needed.

PDD 6 Standing Committees

The department may create standing and temporary committees, task forces, and other groups as it determines necessary to support its objectives. Chairs of standing committees will be appointed by the Vice President and approved by the department, unless otherwise specified below. All groups must have at least one director of the department serving on the committee, but may have other ISA Members that also serve on the committee.

Refer to DEP 6 for general information regarding all standing committees and committee chair responsibilities.

PDD 6.1 Training Programs Committee

PDD 6.1.1 Purpose

The Training Programs Committee works with ISA staff in the development of new and review of existing technical training programs and courses which meet the needs of the automation practitioners. The committee reviews the performance of existing training products and services and works with staff to recommend changes to ISA training programs to the Professional Development Vice President.

PDD 6.1.2 Organization

The chair is appointed by the Professional Development Vice President and shall serve as a director of the department. It is desirable that the chair have significant experience in the Professional Development Department and with its professional development programs.

Committee members are appointed by the Professional Development Vice President. Terms are for two-years. Committee members shall be sought who have a background in business management and/or automation and who have an understanding of professional development principles. In addition, the following specific qualifications are required:

- a) May not serve as advisor, consultant, or employee of any competitive provider of professional development products or services.
- b) Is aware of research and advancing developments in automation and all related applications and technologies.

PDD 6.1.3 Responsibilities

The Training Programs Committee has the following responsibilities:

- a) Develop and recommend to the Executive Board, through the Department Vice President, standards and policy statements in the area of training and educational program development.
- b) Advise and serve as a resource to Society units, volunteer leaders and staff in carrying out responsibilities related to training and education development.

PDD 6.1.4 Administration

Meeting procedures, frequency of meetings, and reporting frequency are consistent with the information provided in DEP 4. This committee will meet at least one time each year and may meet more frequently at the chair's discretion.

If any unique administration requirements for the committee are identified they can be documented in this section as needed.

PDD 6.2 Leadership Development Committee

PDD 6.2.1 Purpose

The Leadership Development Committee works with ISA staff and other Society leaders to oversee the development of training materials and programs in the areas of ethics, ISA processes, policies, and systems, as well as general leadership skills (engineering economics, professional management, public presentation skills) with the goal of preparing members and volunteer leaders for assuming increasing degrees of responsibility as he or she advances along their careers and leadership career paths in ISA.

PDD 6.2.2 Organization

The chair is appointed by the Professional Development Vice President and shall serve as a director of the department. It is desirable that the chair have significant experience in the Professional Development Department and with its professional development programs.

Committee members are appointed by the Professional Development Vice President. Terms are for two-years. Committee members shall be sought who have a background in business management and/or automation and who have an understanding of professional development principles. In addition, the following specific qualifications are required:

- a) May not serve as advisor, consultant, or employee of any competitive provider of professional development products or services.
- b) Is aware of research and advancing developments in automation and all related applications and technologies.

PDD 6.2.3 Responsibilities

The Leadership Development Committee has the following responsibilities:

- a) Develop and recommend to the Executive Board, through the Department Vice President, standards and policy statements in the area of leadership development.
- b) Advise and serve as a resource to Society units, volunteer leaders and staff in carrying out responsibilities related to leadership development.
- c) Develop and recommend to the Executive Board leadership development goals and activities for the Society.
- d) Evaluate leadership development programs at all levels of the Society.
- e) Periodically review the ISA Code of Standard Leadership Practices (POG) and recommend revisions to the Executive Board through the Professional Development Vice President as appropriate.

PDD 6.2.4 Administration

Meeting procedures, frequency of meetings, and reporting frequency are consistent with the information provided in DEP 4. This committee will meet at least one time each year and may meet more frequently at the chair's discretion. If any unique administration requirements for the committee are identified they can be documented in this section as needed.

PDD 6.3 Certification Board

PDD 6.3.1 Purpose

The Certification Board directs the ISA certification and certificate programs which encourage reliance on ISA credentials by employers and regulatory bodies and promote practice of the certified individuals in accord with the ISA Code of Ethics. The Certification Board will advise the Professional Development Vice President on policies and practices of certification and certificate programs that meet the needs of Society members and contribute to advancing the science and technology of automation as approved by the ISA Executive Board.

PDD 6.3.2 Organization

Board Membership

a	Size of Committee	Minimum of seven
b	Members appointed by:	<ul style="list-style-type: none"> - Automation & Technology Department (1) - Industries & Sciences Department (1) - Professional Development Department (2) - Standards & Practices Department (1) - Executive Board (1) - Certification Steering Committees (1 to 3 per Steering Committee, depending on size and scope) - Certificate Steering Committees (1 per Steering Committee) - Staff representative appointed by the Executive Director, non-voting
c	Members approved by:	Respective Departments, Executive Board or Steering Committees
d	Member qualifications/ restrictions	None
e	Member Term	Two years
f	Member Reappointment	Yes, three consecutive, two-year terms maximum

Chair and Vice Chair

The chair and vice chair are appointed by the Professional Development Vice President from among the Certification Board members and both are voting members of the Certification Board. The chair shall serve as a director of the Professional Development Department.

Vacancies

If a vacancy occurs on the Certification Board, a replacement for the remainder of the member's term shall be selected as described in the table above.

PDD 6.3.3 Responsibilities

The Certification Board, working with staff, has the following responsibilities:

- a) Define certification and certificate areas.
- b) Establish the initial eligibility and on-going eligibility requirements.
- c) Approve test development specifications.
- d) Approve the passing scores using a criterion-referenced methodology.
- e) Establish procedures for appeals and disciplinary actions.
- f) Recommend examination and other fee structures.
- g) Recommend a budget for Certification Board operations.
- h) Certify that applicants meet the certification criteria.
- i) Provide public recognition of individuals who fulfill the requirements for certification.
- j) Maintain records of certified individuals and examination results.
- k) Establish policies and procedures for the management of the Certification Board.
- l) Acquire, develop, disseminate and preserve records and necessary information to support the activities of the Certification Board.
- m) Make recommendations on the use and selection of consultants or contractors, as appropriate.

PDD 6.3.4 Administration

Meeting procedures, frequency of meetings, and reporting frequency are consistent with the information provided in DEP 4.

PDD 6.3.4.1 Meeting Procedures

Meetings of the Certification Board shall be conducted according to the Operational Guidelines for Meetings. Agenda items should be submitted to the staff designee or Board chair at least 30 days prior to the meeting date. A quorum consists of a majority of members.

PDD 6.3.4.2 Frequency of Meetings

This Board will meet at least one time each year, typically during the Annual Leadership Conference, and may meet more frequently at the chair's discretion. The chair is authorized to call meetings, to conduct business of the Certification Board.

PDD 6.3.4.3 Reporting Frequency

Periodic reports of the Board's activities are made by the Professional Development Department Vice President. A written report may be submitted to the Executive Board as requested. Official files of correspondence and records are maintained by the staff designee.

PDD 6.3.5 Procedures

PDD 6.3.5.1 Confidentiality and Conflicts of Interest

At the commencement of his or her term of office, each Certification Board member must agree to comply with the ISA Conflict of Interest Policy (refer to POG). As stated in this policy, the Certification Board determines whether the member is recused from voting on any matter involving the conflict. The member must also agree not to disclose any confidential information of the Certification Board. Breach of either the confidentiality or conflict of interest agreement constitutes good cause for a member's removal from the Board.

PDD 6.3.5.2 Voting

Voting by proxy is not permitted. Approval of Certification Board policies and procedures requires a majority vote of all members.

PDD 6.3.6 Standing Committees

The Certification Automation Professional (CAP) and Certified Control System Technician (CCST) Steering Committees are standing committees of the ISA Certification Board.

PUBLICATIONS DEPARTMENT (PUB)

PUB 1 Purpose

The Publications Department provides oversight of all publications activities of ISA which include but are not limited to books, standards, proceedings, periodicals, directories, software, information services and such other publishing or information activities of the Society or its subsidiaries as may be initiated upon approval of the Executive Board.

PUB 2 Organization

PUB 2.1 Department Membership

a	Size	- No limitations
b	Elected	- Department Vice President - Department Vice President-elect, succeeds Vice President
c	Directors chosen by	- Ex-officio, as defined below - At-large, identified by Department Vice President
d	Directors approved by	- Ex-officio, immediate past Department Vice President - At-large, approved by Operational Assembly
e	Director qualifications/ restrictions	- Immediate past Department Vice President - At-large, as described below - One staff member assigned by the Executive Director, non-voting
f	Director Term	- Two years
g	Director reelection/ or reappointment	- Yes

It is desirable for directors to have a background in business management and/or automation technology and bring to the position financial understanding of publishing. Due to the specialized nature of the Publications Department's work, every effort should be extended to retain, within the department, past Publication Department Vice Presidents, directors, and committee members for as long as possible. Committee appointees should be selected with long-term commitments in mind.

PUB 3 Responsibilities

The Publications Department is responsible for recommending policy and monitoring of the quality and effectiveness of all ISA publications. The Publications Department has the following responsibilities:

- a) Shares in the determination of Society plans and policies, oversees and recommends publication policy to the Executive Board.
- b) Initiates and reviews all proposals involving new publication programs.

PUB 3.1 Department Vice President Responsibilities

In addition to the responsibilities listed in Department MOP Section DEP 3, the Department Vice President is expected to lead the department to develop and implement a comprehensive program of Society publications and related information services that meet the needs of Society members and contribute to advancing the science and technology of automation. In fulfilling this responsibility, the Department Vice President will:

- a) Serve as a voting member of the Operational Assembly.
- b) Establish appropriate intra-and inter-society channels of communication and liaison contacts
- c) Serve as a member of all department committees and editorial boards.
- d) Submit two or more candidates for the position of Vice President-elect to ISA staff on a biannual basis. See DEP 3.1 and EXB 6.7.6.1.
- e) Annually submit list of directors for approval by the Operational Assembly.
- f) Annually appoint committee chairs and committee members within the department.

PUB 3.2 Department Vice President-elect Responsibilities

In addition to the responsibilities listed in Department MOP Section DEP 3, the Department Vice President-elect works closely with the Department Vice President to provide continuity of the department's various initiatives. In fulfilling this responsibility, the Department Vice President-elect will:

- a) Serve as a voting member of the Publications Department.
- b) Serve as a voting member of the Operational Assembly.
- c) Serve as a voting member of the Strategic Planning Department and should understand the details of the strategic objectives and tactics pertaining to Publications Department.
- d) Serve as a member of all department committees and editorial boards to fully understand the issues in each area.

PUB 3.3 Department Director Responsibilities

For the department to be successful in fulfilling its objectives and responsibilities, directors of the department should:

- a) Serve as a voting member of the Publications Department
- b) Be familiar with the ISA vision, mission, and strategic goals.
- c) Be familiar with the strategic business plan objectives of all Society operating units.
- d) Understand and be prepared to offer constructive comment on ongoing and proposed initiatives of the department.
- e) Be familiar with current best practices and actively work with ISA staff in an oversight and advisory capacity.
- f) Serve as a member of a department committee or editorial board if appointed by the Department Vice President.

PUB 4 Administration

Meeting procedures, frequency of meetings, and reporting frequency are consistent with the information provided in DEP 4. If any unique administration requirements for the department are identified they can be documented in this section as needed.

All minutes and reports shall be considered confidential and distribution shall be at the discretion of the chair of each committee.

PUB 5 Procedures

PUB 5.1 Technical Paper Review Process

The Publications Department encourages the systematic use of the Society designated paper review forms by all divisions sponsoring conferences at which technical papers are presented.

PUB 5.2 Publication of Technical Papers

The Publications Department is responsible for oversight of Society policies and practices dealing with technical papers and presentations included in Society meetings and publications. See Technical Presentation and Publication Policy included in the Policy and Operational Guidelines document for details.

PUB 5.3 Department Awards

The following awards are presented annually at a department sponsored function typically held in conjunction with the Annual Leadership Conference. Vice President or designee coordinates with ISA staff to have suitably inscribed plaques made for departmental awards.

PUB 5.3.1 Ray Molloy Award

Description: This award is presented in honor of Raymond Molloy, a member who served the Society for many years and in particular as chair of the Publication's Department Books and Reference Products Committee.

Criteria: The award is presented to the author(s) of the best-selling ISA book for the previous year.

Administration: ISA staff will identify the best-selling ISA book for the previous year.

PUB 5.3.2 John M'Camey Award

Description: This award is presented in honor of John M'Camey, a member who served the Society for many years within the Publications Department as well as the Society as a whole.

Criteria: The award is presented to any promising new author(s) who publishes their first article in one of the Society's publications. The main author must be a regular or student member of the Society. Any article professionally edited will not be eligible.

Administration: Vice President or designee coordinates with ISA staff to determine the most promising new author who is either a student or graduate with less than two years industrial experience.

PUB 5.3.3 Nels Tying Award

Description: This award is presented in honor of Nels Tying, a member who served the Society for many years, particularly as the chair of the Journals Editorial Advisory and Oversight Committee.

Criteria: The award is presented to the author(s) of the best article in one of the Society's journals. Any article professionally edited prior to submission to ISA journals will not be eligible.

Administration: Judging by the journal Editor and staff coordinating with the Vice President or their designee will be based on the original manuscript as submitted to the Society.

PUB 5.3.4 Keith Otto award

Description: This award is presented in honor of Keith Otto, a member who served the Society for many years, particularly as the chair of the *InTech* Editorial Advisory Board.

Criteria: The award is presented to the author(s) of the best article in *InTech* magazine. Any article professionally edited prior to submission to ISA journals will not be eligible.

Administration: Judging by the *InTech* Editor and staff coordinating with the Vice President or their designee will be based on the original manuscript as submitted to the Society.

PUB 5.3.5 Thomas Fisher Award of Excellence for a Standards-Based Reference Publication

Description: This award is presented in honor of Thomas G. Fisher, a member and ISA Fellow who served the Society for many years and in particular as Publications Department Vice President, Editor of *ISA Transactions*, author of books, contributor to standards committees of ISA84, ISA5.1, ISA95, and driving force of the ISA88 batch control committee.

Criteria: The award is presented to the author(s) of the best new standards-based ISA book in the previous year.

Administration: ISA staff will identify the best new standards-based ISA book for the previous year.

PUB 5.3.6 ISA Transactions Best Paper

Description: This award recognizes the best paper published in *ISA Transactions*. The award will encourage authors, set an example of quality, and add visibility to *ISA Transactions*.

Criteria: The award will be given for the best paper published in the previous calendar year. Criteria for selection will be consistent with the aims and scope of the journal. Criteria will include quality and clarity in the manuscript, degree of utility and applicability of the technique, completeness and comprehensiveness of the work, input from the review process, and expected impact of the work on the research, development, or practice community.

Administration: The *ISA Transactions* editorial staff is responsible for administration of this award using the following timeline.

May or June	Editor-in-Chief and Associate Editors identify candidates based on articles published in the issues for the prior year.
June	Editor-in-Chief, Associate Editors, and Editorial Advisory Board Members select the best paper from those nominated by the review process and published in the prior year. Each person will rank their selection of top five articles.
June to July	The Editor-in-Chief will compile the data, which will reveal the winner. In the case of a tie, the combined Associate Editors and Editor-in-Chief rankings will act as the tie breaker.
July	<ul style="list-style-type: none">- Best paper winner will be selected.- The Editor-in-Chief will inform the Publications Vice President of the winning paper title, citation, and author(s) names and complete contact information.- The Publications Vice President will inform the author(s) for attendance at the presentation, provide the award materials, and arrange for publicity.

PUB 6 Standing Committees

The department may create standing and temporary committees, task forces, and other groups as it determines necessary to support its objectives. Chairs of standing committees will be appointed by the Vice President and approved by the department, unless otherwise specified below. All groups must have at least one Director of the department serving on the committee, but may have other ISA Members that also serve on the committee.

Refer to DEP 6 for general information regarding all standing committees and committee chair responsibilities.

PUB 6.1 Journals Advisory and Oversight Committee

PUB 6.1.1 Purpose

The Journals Advisory and Oversight Committee actively works with ISA staff in an oversight and advisory capacity. The committee updates the Publications Department on editorial policies, publishing practices, and performance of ISA journals. “Journals” include all journals, magazines, tabloids, and other periodicals.

PUB 6.1.2 Organization

The chair is appointed by the Publications Vice President and shall serve as a director of the department. It is desirable that the chair have significant experience in the Publications Department and with its Journal Publications. Committee members are appointed by the Publications Vice President. Terms are for two-years.

PUB 6.1.3 Responsibilities

The Journals Advisory and Oversight Committee has the following responsibilities:

- a) Act as a focal point within the Publications Department for all activities relating to the journals.
- b) Monitor and evaluate members’ expectations of ISA journals as the basis for recommending editorial and circulation policy, and standards of editorial excellence and business performance.
- c) Monitor and evaluate the performance of ISA journals with respect to policies and goals approved by the ISA Executive Board and advise the Vice President accordingly.
- d) Identify potential sources of journal publications materials to the Publications Vice President.
- e) Act as instructed by the Publications Vice President in any other matter pertaining to journals activities.

PUB 6.1.4 Administration

Meeting procedures, frequency of meetings, and reporting frequency are consistent with the information provided in DEP 4. If any unique administration requirements for the committee are identified they can be documented in this section as needed.

PUB 6.1.5 Procedures

The Journals Advisory and Oversight Committee meets to support the activities of the Publications Department as required.

PUB 6.2 *InTech* Editorial Advisory Board

PUB 6.2.1 Purpose

The *InTech* Editorial Advisory Board plays an important role in maintaining the quality of *InTech*. The Editorial Board members work with the Editor to review articles and provide direction and oversight for various sections in the journal. Editorial Board members provide peer review of manuscripts sent to the journal and provide a recommendation to the editor regarding suitability of the manuscript for publication in *InTech*. Editorial Board members also encourage the submission of articles to *InTech*.

PUB 6.2.2 Organization

The chair is appointed by the Publications Vice President and shall serve as a director of the department and as a member of the Journals Advisory & Oversight Committee. The *InTech* Editorial Advisory Board or Journals Advisory & Oversight Committee chair may recommend a chair to the Vice President. The chair term is two years.

The *InTech* Editorial Advisory Board consists of six to ten members appointed by the Publications Vice President. An individual’s knowledge, experience and ability to attend all regular and special meetings are prime considerations in the selection of committee members. Each Board member serves for three years.

The Publisher, Publications Vice President and Publications Vice President-elect serve as *ex-officio* members of the Board.

ISA staff members and consultants may attend *InTech* Editorial Advisory Board meetings at the request of the Publisher.

PUB 6.2.3 Responsibilities

The *InTech* Editorial Advisory Board has the following responsibilities:

- a) Meet regularly with the Publisher and editorial staff members designated by the Publisher.
- b) Undertake studies and advisory projects which will benefit overall editorial planning.
- c) Recommend topics, as well as potential authors, for special articles and surveys.
- d) Keep aware of other publications in order to evaluate stature and content of the Society's journal as compared to similar publications.
- e) Review the annual editorial calendar prior to general publication and distribution.
- f) Routinely review and provide feedback to the editorial staff on *InTech* feature articles.

PUB 6.2.4 Administration

Meeting procedures, frequency of meetings, and reporting frequency are consistent with the information provided in DEP 4.

The Publisher, or their designee, schedules and convenes meetings with the approval of the Publications Vice President.

The Publisher, or their designee, is responsible for recording minutes and distributing them to *InTech* Editorial Advisory Board members. All minutes and reports are confidential. Files of minutes and/or reports are maintained by the Publisher or their designee.

PUB 6.2.5 Procedures

The *InTech* Editorial Advisory Board meets to support the activities of the Publications Department as required.

STANDARDS & PRACTICES DEPARTMENT (S&P)

S&P 1 Purpose

The ISA Standards & Practices Department recommends policy and provides guidance for ISA standards and practices activities, including ISA staff and standards committees. The Standards & Practices Department is responsible for preparing and publishing ISA standards that meet ISA, International Electrotechnical Commission (IEC), and American National Standards Institute (ANSI) requirements for due process and criteria for approval. The Standards & Practices Department applies for and maintains ISA's accreditation as an ANSI standards developing organization. Liaison and cooperative action is maintained with other organizations.

The Standards & Practices Department and its committees focus on the development, adoption, review and revision of various national and international standards of interest to Society members.

The Standards & Practices Department and standards committees coordinate and develop documents defined as follows:

STANDARD: A document that embodies requirements that, if not followed, could directly affect safety, interchangeability, performance, or test results. In general, such requirements should already be widely recognized and used.

RECOMMENDED PRACTICE: A document that embodies recommendations that are likely to change because of technological progress or user experience, or which must be modified often once in use to accommodate specific needs or problems of the user of the document.

TECHNICAL REPORT: A document that embodies informative material; for example, reports of technical research, tutorials, factual data obtained from a survey, or information on the "state-of-the-art" in relation to standard(s) on a particular subject.

Note: Use of the term "ISA STANDARD(S)" in this document applies to ISA Standards, Recommended Practices, and Technical Reports, unless specifically noted otherwise

S&P 2 Organization

The Standards & Practices Department is the administrative body that oversees the individual standards committees. Standards committees operate under the direction of Managing Directors.

S&P 2.1 Department Membership

a	Size	A minimum of three, no maximum
b	Elected	- Department Vice President - Department Vice President-elect, succeeds Vice President
c	Members chosen by	- Ex-officio, Managing and Administrative Directors - Ex-officio, Immediate Past President
d	Directors approved by	- Technical Assembly
e	Director qualifications/ restrictions	- Any Member, Senior Member, Life Member, Life Senior Member, Life Fellow, Honorary Member - Directors should have relevant experience in standards development activities and an ability to devote the time necessary to fulfill assigned responsibilities (see S&P 3.4). - Managing Directors must have no perceived conflict of interest pertaining to the standard to be developed, to avoid any appearance of partiality. - Directors Emeritus must have prior distinguished service on the ISA Standards & Practices Board and its committees, or special technical, geographic, or organizational expertise that is important to the Board. This position will be appointed by the S&P Department VP, non-voting. - One staff member assigned by the Executive Director, non-voting
f	Director Term	- Two years
g	Director reappointment	- Yes - Managing Director terms renew automatically unless the Vice President decides not to renew the appointment. In that case, the Vice President shall inform the Board of same and shall appoint a new Managing Director.

S&P 3 Responsibilities

The Standards & Practices Department and its various committee members, working with ISA staff, are responsible for directing ISA's activities as a standards developing organization, including the following activities:

- Prepare ISA STANDARDS where adoption of such can simplify work, facilitate general understanding, promote interchange of information, and harmonize with national and international requirements.
- Initiate and conduct studies to determine where need exists for maintaining and revising existing ISA STANDARDS and for developing new ones.
- Establish procedures that ensure ISA STANDARDS meet requirements for due process, consensus, and balance of interest. Approve *Standards and Practices Department Accredited Procedures* for the operation of standards committees and submits them to ANSI to maintain accreditation as a developer of American National Standards.
- Distribute ISA STANDARDS for public review.
- Approve ISA STANDARDS for publication.
- Submit appropriate ISA STANDARDS to ANSI for acceptance as American National Standards.
- Publicize individual ISA STANDARDS and the general department program to achieve the broadest possible participation, acceptance and utilization by concerned parties.
- Maintain active liaison relationship with other national and international groups, organizations, associations, and societies that prepare standards relevant to instrumentation and automatic control.
- Approve the submittal of ISA STANDARDS to IEC, or other organizations.
- Approve the submittal of standards from IEC, or other organizations, for development as ISA STANDARDS.

- k) Approve formal agreements or memoranda of understanding between any entity of the S&P Department and external organizations including but not limited to the IEC and ISO,
- l) Assist in staffing committees and approve of the initial committee membership.
- m) Provide information, advice, and interpretation of ISA STANDARDS as may be requested.
- n) Oversee the development and implementation of improved processes for accepting, prioritizing, and allocating resources to proposed standards projects.
- o) Examine and, if necessary, amend resource proposals in the context of the total resources available and the evolving work program. Determination of service and resource levels is based on the importance and nature of the project.

S&P 3.1 Department Vice President Responsibilities

In addition to the responsibilities identified in Department MOP section DEP 3, the S&P Vice President is expected to:

- a) Serve as chair of the Standards & Practices Department and Standards & Practices Executive Committee.
- b) Appoint representatives to ANSI Committees.
- c) Ensure that ISA maintains a membership on the Technical Management Committee of the United States National Committee of the International Electrotechnical Commission (IEC).
- d) Appoint and terminate the Standards & Practices Department directors subject to Technical Assembly approval.
- e) Serve as ex-officio member of all committees, but may be a voting member of committees.
- f) Ensure that directors and committee chairs discharge their duties as delineated in the accredited ISA Standards & Practices Department Procedures.
- g) Counsel the directors and committee chair in staffing their committees and in providing for succession to the chair positions.
- h) Exercise general direction of the plans and activities of the directors and committee chairs and evaluating their progress and results.
- i) Communicate to directors and committee chairs necessary information and assignments that may arise from actions of the Technical Assembly, the Executive Board, from other Society organizational units, or from personal determination.
- j) Communicate department recommendations to the Technical Assembly and the Executive Board or to other Society organizational units.
- k) Call and conduct meetings of the Standards & Practices Department and Standards & Practices Executive Committee.
- l) Select the Standards & Practices Department awardees.

The ISA Standards and Practices Department Vice President also serves as a member of the Board of Directors of the Automation Standards Compliance Institute (ASCI).

S&P 3.2 Department Vice President-elect Responsibilities

In addition to the responsibilities identified in Department MOP section DEP3, the S&P Vice President-elect is expected to:

- a) Serve on the Standards & Practices Department and the Standards & Practices Executive Committee as vice chair.
- b) Attend meetings (as a non-voting member) of the Technical Assembly if possible.
- c) Serve as chair in the absence of the Vice President.
- d) Counsel the Vice President regarding the establishment and termination of intersociety relationships.
- e) Represent the department in the Strategic Planning Department.

S&P 3.3 Department Past Vice President Responsibilities

In addition to the responsibilities identified in Department MOP section DEP3, the S&P Past Vice President should be considered for:

- a) Serve on the Standards & Practices Board and the Standards & Practices Executive Committee as a member.
- b) Attend meetings (as a non-voting member) of the Technical Assembly if possible.
- c) Serve as chair in the absence of the Vice President and Vice President-elect.

- d) Counsel the Vice President regarding the establishment and termination of intersociety relationships.

S&P 3.4 Directors

Directors are responsible for carrying out the functions of the department.

- a) Serve as a voting member of the Standards & Practices Department.
- b) Be familiar with the ISA vision, mission, and strategic goals.
- c) Be familiar with the strategic business plan objectives of all Society operating units.
- d) Understand and be prepared to offer constructive comment on ongoing and proposed initiatives of the department.
- e) Be familiar with current best practices and actively work with ISA staff in an oversight and advisory capacity.

Directors are specifically authorized to:

- a) Call meetings, appoint subcommittees, and administer department affairs in accordance with the policies and procedures established by the Society and the department.
- b) Inform the Standards & Practices Department of the progress and activities of the committee and liaison representatives.
- c) Prepare written reports for each Standards & Practices Department meeting. Suggestions for improving future activities and procedures should also be included.
- d) Provide minutes of all their meetings to the Department Vice President, which are distributed within the department as the director deems necessary. Minutes, as such, should not be used as part of a publicity release. Copies of letters of appointment shall be sent to the ISA staff representative and the Department Vice President.
- e) Prepare standards news items for news release to ISA and other publications through the ISA staff representative, with a copy to the Department Vice President.
- f) Act as liaison representative for ISA divisions as assigned by the Department Vice President.

S&P 3.4.1 Managing Director Responsibilities

Managing Directors (or co-Managing Directors where two are appointed) are responsible for providing guidance and leadership to assigned committees and the department and are expected to:

- a) Present the purpose, scope, and revision(s) of each assigned committee for approval by the Standards & Practices Department.
- b) Appoint committee chairs, and guide and assist them in staffing their committees. These committees may include Survey Committees.
- c) Advise assigned committee chairs and approve committee organizations, including an annual review to address committee balance.
- d) Guide and coordinate all activities of assigned committees.
- e) Recommend to the Standards & Practices Department the creation and cancellation of assigned committees.
- f) Request Standards & Practices Department approval of proposed ISA STANDARDS.
- g) Initiate committee action on reaffirmation.
- h) Serve as ex-officio members of all committees and subcommittees assigned and attending as many committee and subcommittee meetings as practical, but may be voting members of committees.
- i) Ensure that all committees provide information to the following as appropriate: the International Activities Director, the Intersociety Director, and ANSI Activities Director, with information on international, intersociety, or ANSI interaction, respectively.
- j) Ensure that publications proposed by members of assigned committees relative to proposed ISA STANDARDS are in accord with ANSI/ISA policies.
- k) Assist in the development of a standards committee performance and accountability system.
- l) Monitor the progress of each assigned committee and assisting committees in meeting their performance goals.
- m) Prepare individual letters of appreciation to committee chairs and their employers when committee work is completed. These letters should delineate the goals of the project, the method of accomplishment, and the value of the completed project to both the Society and industry.
- n) Prepare nominations for Standards & Practices Department awards and the ISA Standards Excellence Award.

S&P 3.4.2 Administrative Director Responsibilities

Administrative Directors act as resources in specialized areas of expertise to facilitate the conduct of department activities and overall ISA standards development. Administrative Directors are responsible for overseeing specific activities and tasks, as requested by the Vice President, and providing guidance and leadership to the department. For example the following positions may be considered: ANSI Activities Director, Director-at-large, International Activities Director(s), Intersociety Director, Intrасociety Director, or Newsletter Director.

S&P 3.4.3 Director Emeritus Responsibilities

Directors Emeritus act as resources based on prior distinguished service on the ISA S&P Board and its committees, or because of needed special expertise, to provide insight and input to the ISA S&P Board.

S&P 3.5 Appointments

The Standards & Practices Department is responsible to select individuals to staff various positions. Terms generally begin on 1 January, or as outlined elsewhere in these MOP. Following is a list of appointments to be made:

Group	MOP ref	Approved by	Number
Certification Board	PDD 6.3.2	Department	one
American National Standards Institute (ANSI)	S&P 3.2, b	Technical Assembly	Representatives, as needed
Technical Management Committee of the United States National Committee of the International Electrotechnical Commission (IEC)	S&P 3.2, c	Technical Assembly	one

S&P 4 Administration

Meeting procedures, frequency of meetings, and reporting frequency are consistent with the information provided in DEP 4. If any unique administration requirements for the department are identified they can be documented in this section as needed.

S&P 4.1 Meeting Procedures

Meetings of the Standards & Practices Department shall be conducted according to the ISA Guidelines for Meetings.

A notice and agenda of each meeting shall be sent in order to be received by all members of the department at least 14 days prior to the meeting. Copies of minutes shall be sent to all department members within 30 days following a meeting.

A quorum is a majority of the directors (Managing Directors plus Administrative Directors) for conducting department business. A quorum of the department also requires at least 50 percent of the department Managing Directors.

The staff designee shall serve as the secretary of the department and shall maintain an official file of all correspondence, minutes, and records.

S&P 4.1.1 Voting Requirements

The following voting requirements apply to all department actions:

- a) All questions shall be decided by a majority of the votes cast, unless otherwise specified.
- b) A two-thirds majority of all voting members (excluding ballots that are votes of abstention) of the department is required for the following actions:
 - Revision of the Standards & Practices Department MOP.

- Revision of the ANSI accredited ISA Standards & Practices Department Procedures. Once approved by the department, the ISA Standards & Practices Department Procedures will be sent to ANSI for approval and will become effective while ANSI approval is pending.
 - Adoption, reaffirmation, or withdrawal of an ISA STANDARD.
- c) Where a two-thirds majority is required, a written or letter ballot, or roll call vote shall be used.
- d) Voting by “proxy” (i.e., providing authority for one person to assign voting rights to another person) is prohibited.

S&P 4.2 Frequency of Meetings

Departments normally meet at each Leaders Meeting. The Vice President of each department is authorized to call meetings as described in DEP 4.2.

The department shall meet at least once each year. However, suggested meeting occasions are in conjunction with the Society’s regular business meetings.

Standards committees meet at the discretion of their Managing Directors as frequently as necessary to complete the work of the committee.

S&P 4.3 Reporting Frequency

Periodic reports of the department activities are made by the Vice President to the Executive Board. A written report is submitted to the Executive Board as requested.

Periodic reports of standards committee activities are made by the Managing Directors to the Department Vice President.

S&P 5 Procedures

The department procedures for ISA standards development and management are maintained in the separate ISA Standards & Practices Department Procedures document, which is submitted to ANSI for approval as required. (S&P 4.4.1 describes the method by which this separate document is managed by the department.)

S&P 5.1 Department Awards

The following awards are presented annually at a department sponsored function typically held in conjunction with the Annual Leadership Conference. Vice President or designee coordinates with ISA staff to have suitably inscribed plaques made for departmental awards.

S&P 5.1.1 Standards Achievement Award

Description: This award(s) is presented to recognize significant contributions to the mission of the Standards & Practices department.

Criteria: The award(s) is presented to the committee member(s) or leader(s) for contributions to the publication of the Standards.

Administration: The Standards & Practices Board will nominate candidates. The Vice President or designee will determine the awardee(s).

S&P 5.1.2 Victor Maggioli Award

Description: This award is presented in honor of Victor (Vic) Maggioli, a member who served the Society for many years and in particular as chair and director of the ISA84 committee.

Criteria: The award is presented to Standards & Practices leaders to recognize significant contributions to the mission of the Standards & Practices department.

Administration: The Standards & Practices Board will nominate candidates. The Vice President or designee will determine the awardee(s).

S&P 6 Standing Committees

Standing committees are created and disbanded at the discretion of the Vice President. For example: Honors and Awards, Nominating and Appointments, History, and Education.

S&P 6.1 Standards & Practices Executive Committee

S&P 6.1.1 Purpose

The Standards & Practices Executive Committee is authorized to act for the department between its regular meetings to carry out the policies of the department. The committee develops, reviews, and recommends proposed policies for department approval.

S&P 6.1.2 Organization

The Standards & Practices Executive Committee includes the Department Vice President, Department Vice President-elect, and the immediate Department Past Vice President. Up to two additional members of the Standards & Practices Department may be assigned by the Vice President, as needed. In addition, the staff designee serves as an ex-officio member.

S&P 6.1.3 Responsibilities

The Standards & Practices Executive Committee has the following authorized responsibilities:

- b) Continually review existing policies and programs of the department and advise the department or appropriate ISA staff expeditiously of action taken by the Standards & Practices Executive Committee or actions required by others.
- c) Review proposals submitted by directors and other Society leaders, and recommend action to the department when appropriate.
- d) Refer matters on which insufficient information is available for action to an appropriate director, Survey Committee, or to ISA staff for study, clarification, or recommendation.
- e) Refer to an appropriate leader, ISA staff, or to the Executive Director for action, matters that come before it, but which properly fall within the defined responsibilities of others.
- f) Make decisions on matters that have been delegated to the Standards & Practices Executive Committee for action, including
 - specific items designated by department action; and
 - Recommendations for approval of non-budgeted expenditures up to a maximum of USD 10,000.
- g) Review items slated for subsequent action by the department. The Standards & Practices Executive Committee also is responsible for identifying the need for additional documentation or clarification of proposals, including financial or staffing implications, and taking steps required to correct the situation. (All items falling within this category shall be brought to the full department's attention as soon as practical.)
- h) Establish ISA Standards Foundation restricted funds policy. This policy should include administration and disbursement of the funds.
- i) Provide an accountability system for monitoring committee performance and identify requirements for committee support and benefits of the STANDARD.

Items that require action by the department are normally submitted to the Standards & Practices Executive Committee in advance for study and recommendations. This procedure assures the department members that all facets of these items have been thoroughly investigated, and that the department's decision will be based on the most current and comprehensive information available.

S&P 6.1.4 Administration

S&P 6.1.4.1 Meeting Procedures

Standards & Practices Executive Committee meeting minutes are organized to indicate:

- Items for action;

- Items for information; and
- Items for discussion.

S&P 6.1.4.2 Frequency of Meetings

The Standards & Practices Executive Committee meets with such frequency as may be necessary to carry out its business. A schedule of meetings shall be established by the Department Vice President, with the concurrence of the department members. Unscheduled meetings may be held as deemed appropriate by the Department Vice President to assure that information or action items are up to minimal standards of detail for presentation at the next scheduled department meeting.

S&P 6.1.4.3 Reporting Frequency

Minutes of Standards & Practices Executive Committee meetings shall be made available to the department members.

Official files of correspondence and records are maintained by the staff designee.

S&P 6.2 Standards Committees

Refer to the ISA Standards & Practices Department Procedures document for details regarding standards committees.

STRATEGIC PLANNING DEPARTMENT (SPL)

SPL 1 Purpose

The role of the Strategic Planning Department is to define, guide, facilitate, monitor, and improve the planning process and to monitor progress against the current strategic plan. The Strategic Planning Department:

- Assures that an effective, resource-efficient planning process is used to collect and integrate member and staff inputs,
- Assists the Executive Board to ensure that a meaningful and relevant strategic business plan exists, and
- Assists the Society units in assuring that the strategic business plan is implemented effectively.

SPL 2 Organization

SPL 2.1 Department Membership

a	Size	12 members minimum
b	Elected	- Department Vice President - Department Vice President-elect, succeeds Vice President
c	Directors chosen by	- Ex-officio, as defined below - At-large, identified by Department Vice President
d	Directors approved by	- Ex-officio, Department Vice Presidents-elect - Ex-officio, immediate past Department Vice President - Ex-officio, two District Vice Presidents-elect approved by Geographic Assembly - At-large, approved by Operational Assembly
e	Director qualifications/ restrictions	- Each Society Department Vice President-elect - At least two District Vice Presidents-elect - Immediate past Department Vice President - President-elect Secretary, non-voting** - One staff member assigned by the Executive Director, non-voting - At-large, as needed ** in recognition of the Bylaws exclusion
f	Director Term	- Department Vice Presidents-elect, concurrent with their terms - All others, two years

g	Director reelection/ or reappointment	- Yes
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SPL 3 Responsibilities

The Strategic Planning Department has the following responsibilities:

- a) Work with the Executive Board to review and update the Society vision and mission.
- b) Affirm and/or recommend revision of the Society strategic goals on a periodic basis.
- c) Oversee the process to develop the strategic business plan and revise when needed.
- d) Work with the various Society units to achieve their objectives in the strategic business plan.
- e) Assess the relevance and completeness of the current strategic business plan and recommend revisions and additional initiatives to achieve the Society mission.
- f) Identify opportunities for synergy and coordination between Society units.
- g) Evaluate ongoing and proposed initiatives to ensure alignment with the Society mission.

The Strategic Planning Department manages the processes by which the Society develops its strategic plan. Various tools and methods may be applied at the discretion of the department and the Executive Board. The department, working with the Executive Director, should continually assess the relevance and completeness of the current strategic business plan.

SPL 3.1 Department Vice President and Vice President-elect Responsibilities

Refer to the Department MOP section DEP 3.

SPL 3.1.1 Committee Memberships and Oversight

The Department Vice President serves as chair of the Strategic Planning Process and New Venture Investment Committees. (see SPL 6.1 and 6.3)

The Department Vice President-elect serves as chair of the Strategic Planning Evaluation Committee. (see SPL 6.2)

SPL 3.2 Department Member Responsibilities

For the department to be successful in fulfilling its objectives and responsibilities, members of the department should:

- a) Be familiar with the ISA vision, mission, and strategic goals
- b) Each Vice President-elect should understand the details of the strategic objectives and tactics pertaining to their Society unit.
- c) Be familiar with the strategic business plan objectives of all Society operating units.
- d) Identify and recommend opportunities to enhance synergy between Society operating units.
- e) Understand and be prepared to offer constructive comment on ongoing and proposed initiatives of the Society.
- f) Be familiar with current literature and practices on effective strategic planning and deployment.

SPL 4 Administration

Meeting procedures, frequency of meetings, and reporting frequency are consistent with the information provided in DEP 4. If any unique administration requirements for the department are identified they can be documented in this section as needed.

SPL 5 Procedures

SPL 5.1 Planning Process

Working with staff the Strategic Planning Process Committee will identify the method to review the Society strategic plan. Documentation and maintenance of the strategic planning process is the responsibility of the Strategic Planning Department. A copy of the process is kept on file at ISA headquarters.

SPL 5.2 Typical Timeline

- a) Develop rough draft of rolling three year plan.
- b) Receive initial input to plan by Strategic Planning Department.
- c) Distribute plan to leaders to set stage for Strategic Leaders Meeting discussion.
- d) Revise plan based on leader input at Strategic Leaders Meeting.
- e) Finalize three year plan.
- f) Begin development of Society budget.
- g) Review of draft budget by Finance Committee.
- h) Approval of budget by Executive Board.

SPL 6 Standing Committees

The department may create standing and temporary committees, task forces, and other groups as it determines necessary to support its objectives. Chairs of standing committees will be appointed by the Vice President and approved by the department, unless otherwise specified below. All groups must have at least one director of the department serving on the committee, but may have other ISA Members that also serve on the committee.

Refer to DEP 6 for general information regarding all standing committees and committee chair responsibilities.

SPL 6.1 Planning Process Committee

SPL 6.1.1 Purpose

This committee is charged to manage the process of annual strategic business planning, including setting the milestones for action. To accomplish this task the committee may recommend use of a specific planning tool or facilitator.

SPL 6.1.2 Organization

This committee membership is composed of:

- a) Department Vice President, who serves as chair
- b) Department Vice President-elect
- c) Immediate past Department Vice President
- d) President –elect Secretary
- e) One staff member (non-voting) assigned by the Executive Director

SPL 6.1.3 Responsibilities

This committee works closely with the Executive Board, Assemblies, and Finance Committee in defining and managing the process of strategic business planning. Typically, staff will provide drafts of processes, timelines, planning materials, and critiques for the committee to review.

SPL 6.1.4 Administration

Meeting procedures, frequency of meetings, and reporting frequency are consistent with the information provided in DEP 4. If any unique administration requirements for the committee are identified they can be documented in this section as needed.

SPL 6.2 Evaluation Committee

SPL 6.2.1 Purpose

The Strategic Planning Evaluation Committee's role is to assess the effectiveness of current and planned activities in achieving the goals of the strategic business plan. The committee will also review and recommend action for proposed new initiatives.

SPL 6.2.2 Organization

The committee membership is composed of:

- a) Strategic Planning Department Vice President, who serves as chair
- b) One or more Strategic Planning Department directors appointed by the Strategic Planning Vice President
- c) One person appointed by the Finance Committee
- d) A former President appointed by the Executive Board

- e) Society Executive Director, ex-officio, non-voting

SPL 6.2.3 Responsibility

SPL 6.2.3.1 Committee Responsibilities

This committee is charged with the responsibility to:

- a) Assess progress of each Society unit in meeting its objectives of the strategic business plan and recommend actions including termination of ineffective activities.
- b) Assess the relevance of proposed new initiatives to accomplishing the Society mission.
- c) Assess the cost effectiveness of proposed initiatives.
- d) Provide recommendations to support or reject proposed initiatives.

SPL 6.2.3.2 Committee Member Responsibilities

Each member of the committee is expected to:

- a) Exercise due diligence in evaluation new venture investment proposals.
- b) Understand and accept the fiduciary responsibility for new venture investments.
- c) Make assessments based on knowledge, analysis, and sound business judgment.
- d) Effectively communicate Evaluation Committee positions to the Executive Board, the petitioner, and other Society leaders.

SPL 6.2.4 Administration

Meeting procedures, frequency of meetings, and reporting frequency are consistent with the information provided in DEP 4. If any unique administration requirements for the committee are identified they can be documented in this section as needed.

SPL 6.2.5 Procedures

SPL 6.2.5.1 Periodic Review of Ongoing Activities

The committee facilitates a quarterly status review of accomplishments by appropriate Society units for the strategic business plan objectives. Staff prepares the status report.

For previously approved new initiatives and projects the committee will monitor the performance during the year to verify if projects are meeting their intended performance measures and metrics. Financial reporting shall include financial performance to date, performance against non-financial milestones, and any anticipated deviations on future expectations from originally approved plan.

SPL 6.2.5.2 Review of Proposed Initiatives

The committee works with the Finance Committee and the Executive Board to review requests and proposals for initiatives that represent a significant new activity. The committee exercises its judgment on what it deems significant, but typically reviews projects or programs that:

- a) Are not part of an existing activities.
- b) Are targeted to meet specific goals or objectives of the Society.
- c) Have a funding requirement in excess of \$25,000.
- d) Create an ongoing annual operating expense in excess of \$25,000.
- e) Are normally funded under MOP section OFC 4.2.7.

New and annual renewal proposals will be submitted 30 days prior to the committee meeting date.

SPL 6.2.5.3 Evaluation Form

An evaluation form that provides an objective basis for assessment will be maintained and made available by staff.

SPL 6.2.5.4 New Initiative Proposals

Proposals for new initiatives should be submitted in a timely manner to match the Society's annual planning and budgeting process however, a proposal can be brought forward at any time based on business justification as follows:

- a) Proposals can be initiated by any element of the Society and/or staff.
- b) Proposals require appropriate description, definition and diligence in a written proposal.

- c) Proposals for projects anticipated to require funding over multiple years should indicate this fact in the original proposal.
- d) Funding for all new initiatives is limited by the parameters stipulated in OFC 4.2.7.2.