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Board of Department Vice Presidents Manual of Organization & Procedures

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**ISA BOARD OF DEPARTMENT VICE PRESIDENTS
MANUAL OF
ORGANIZATION AND PROCEDURES
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1.0 INTRODUCTION (DEPBDMOP)

DEPBDMOP 1.0 Purpose

DEPBDMOP 1.1 This part of ISA's Manual of Organization and Procedures (MOP) is a compilation of policies and procedures adopted by the ISA Board of Department Vice Presidents within the authority granted and as approved by the ISA Executive Board. The intent is to document those policies to guide the Board of Department Vice Presidents on existing policies and to help orient new Society leaders.

DEPBDMOP 1.2 This part of the MOP is intended to be used in conjunction with the Executive Board portion of the MOP adopted and maintained by the ISA Executive Board. Society level policies are documented in the Executive Board part of the MOP and the Bylaws, and members of the Board of Department Vice Presidents should be familiar with those policies as they affect the activities of the Board.

DEPBDMOP 1.3 Revision

These policies and procedures represent official action of the Board of Department Vice Presidents. Revisions are subject to the following review and approval:

DEPBDMOP 1.3.1 All revisions of a substantive nature shall be first approved by the ISA Board of Department Vice Presidents. Any changes in policy by the ISA Board of Department Vice Presidents shall include appropriate amendment of the MOP at the time of adoption. The Executive Director may make non-substantive editorial corrections without prior Board review, but subject to later Board review.

DEPBDMOP 1.3.2 The Board of Department Vice Presidents will report all changes to policies to the Executive Board upon adoption. All changes of any nature are subject to plenary review and approval or modification by the Executive Board.

2.0 ISA BOARD OF DEPARTMENT VICE PRESIDENTS (DEPBD)

DEPBD 1.0 Composition

The ISA Board of Department Vice Presidents is composed of all Department Vice Presidents. In addition, Department Vice Presidents-elect may participate and vote on matters before the Board unless otherwise specified or unless restricted by a 2/3 vote of the Board of Department Vice Presidents.

DEPBD 2.0 Objective

The Board of Department Vice Presidents is responsible for overseeing the conduct of activities managed by the Departments. The Board of Department Vice Presidents acts on matters delegated to it by the Executive Board within the parameters established by and under the oversight of the Executive Board.

DEPBD 3.0 Responsibilities and Functions

DEPBD 3.1 Creation and management of Society policies related to the operation of the Departments and establishing policies affecting the common interests of the Departments.

DEPBD 3.2 Establishment of such other policies and practices necessary to create, consolidate, or dissolve ISA departments.

DEPBD 3.3 Establishment and definition of the duties of Departments; approves appointments of Department Directors and Department Committee Chairs; and reassigns Divisions. Reviews, approves, and provides critical analysis of proposed policies of the Departments.

DEPBD 3.4 Review and approval of the various Department budgets for each fiscal year before submission for approval by the Executive Board. During the Society fiscal year, the Board of Department Vice Presidents may approve changes in the various Department budgets to meet the strategic needs of the Society without prior review or approval by the Executive Board as long as the overall budget change for all Departments does not increase by more than \$25,000.

DEPBD 3.5 Recommends to the Executive Board, and provides oversight of, the annual budget of the Board of Department Vice Presidents. The normal administrative expenses of the Board, including the travel and other reimbursable expenses of Board members, are covered by the annual budget.

DEPBD 3.6 Establishes policies of the Board of Department Vice Presidents.

DEPBD 3.7 Monitors those Society approved relationships with other organizations that have been assigned to the Departments. Defines the authority, duties and responsibilities of each ISA representative to external organizations that have been assigned to the Departments.

DEPBD 4.0 Organization & Administration

DEPBD 4.1 Board of Department Vice Presidents Elections and Voting (Revised May 2005)

Before electing a Chair, the Board of Department Vice Presidents must elect three (3) of its members from those taking office the following January 1, to serve on the ISA Executive Board. Each elected representative serves on the Executive Board for a two-year term concurrently with his or her term as Department Vice President. There are therefore six (6) representatives from the Board of Department Vice Presidents that serve on the ISA Executive Board at any time, one-half elected each year on a rotating basis.

DEPBD 4.2 Chair (Revised May 2005)

The chair of the ISA Board of Department Vice Presidents shall advance to this position during the second year on the Executive Board from the position of Vice-Chair to which they were previously elected by their peers. This position will be for a 1-year term commencing January 1 of the year following service as Board of Department Vice Presidents Vice-Chair.

The Chair will function as the presiding officer over all meetings of the Board of Department Vice Presidents and will handle such other responsibilities as the ISA Executive Board or the Board of Department Vice Presidents assigns to the Chair.

The Chair must be one of the representatives of the ISA Board of Department Vice Presidents on the ISA Executive Board. The Chair will serve, *ex officio*, as the representative of the Board of Department Vice Presidents on the ISA Executive Committee.

DEPBD 4.3 Vice-Chair (Revised May 2005)

The ISA Board of Department Vice Presidents will elect, from among the Vice Presidents who will be Executive Board members in the following year, a Vice-Chair each year to serve a one-year term beginning on 1 January of the year following election.

The Vice-Chair shall during their second year of membership on the Executive Board succeed to the position of Chair of the Board of Department Vice Presidents.

The Vice-Chair at the conclusion of their one year term in office shall automatically succeed to the office of Chair.

The Vice-Chair will serve as the Department Board representative to the Society Finance Committee. (added 1/23/2009)

The Vice-Chair will preside over any meetings of the ISA Board of Department Vice Presidents in the absence of the Chair and will handle such other responsibilities as the Board of Department Vice Presidents assigns to the Vice-Chair.

In the event the Chair is unable to serve the remainder of his or her term, the Vice-Chair will succeed the Chair for the remainder of the term.

DEPBD 4.4 Committees (Revised May 2005)

The ISA Board of Department Vice Presidents may create standing or temporary committees, task forces, and other groups as it determines necessary to support its objectives. The Chair of the Board of Department Vice Presidents will appoint the chairs of such committees that function during his or her term of office.

DEPBD 4.5 Voting

All sitting Department Vice Presidents and those elects entering office on 1 January following the election may vote for the incoming Chair and Executive Board representatives.

DEPBD 4.5.1 A quorum for the election shall be 50% of those who may vote.

DEPBD 4.5.2 The election shall be by ballot.

DEPBD 4.5.3 The Board of Department Vice Presidents will appoint one or more persons to prepare the ballots and conduct the election.

DEPBD 4.5.4 Election of a Vice President to serve on the Executive Board is a personal privilege. In the event that a Vice President elected to the ISA Executive Board dies, resigns, or is removed from office, his or her elect does not acquire a position on the ISA Executive Board.

DEPBD 4.5.6 In the event that a Vice President elected to serve on the ISA Executive Board dies, resigns or is removed from office, the Board of Department Vice Presidents must elect a replacement to fill the un-expired term from among the Department Vice Presidents. In this case, all sitting Department Vice Presidents and sitting elects are eligible to vote.

DEPBD 4.5.7 Balloting may be done in person at a regularly scheduled meeting of the Board of Department Vice Presidents or at a special meeting of the Board of Department Vice Presidents or by mail, or by electronic means. In the case of mail or electronic balloting the Chair must establish the rules and delays at least 30 days before the balloting starts.

DEPBD 5.0 Board of Department Vice Presidents Meetings

DEPBD 5.1 The members of the Board of Department Vice Presidents comprise the primary governing body of the Society Departments. They provide continuity of policies, management, oversight, and long-range planning. Each member of the Board shares responsibility for the beneficial and business-like operation of all Society Department activities.

DEPBD 5.2 Department Vice Presidents and their elects collectively meet and participate in activities that serve their shared objectives. The Board of Department Vice Presidents meet in conjunction with every ISA Executive Board Meeting.

DEPBD 5.3 Objectives

The objectives of the Department Vice Presidents' Meetings are:

DEPBD 5.3.1 To share information of Department and Society wide interest.

DEPBD 5.3.2 To explore methods for better intra-Department and intra-Society communications.

DEPBD 5.3.3 To develop future conference program Chairs for ISA international events. In pursuing this activity the Department Vice Presidents

- Continually run a conference and exhibit program training session(s) for Vice-Chair, from which the Society President can appoint a Chair.
- Continually run a symposium training program for Division and Section leaders.

DEPBD 5.3.4 Review new technology initiatives for the Society, upon request, and recommend action or referral to an appropriate task force, committee, or department for action.

DEPBD 5.4 Meeting Agenda

The Chair reviews and establishes an agenda for each Board of Department Vice Presidents Meeting. The agenda is composed of items identified by members of the Board of Department Vice Presidents, the Board of District Vice Presidents, the Executive Board, or by referral from the Executive Director or his or her designee.

DEPBD 5.4.1 Each member of the Board of Department Vice Presidents has the following obligation to all other members of the Board.

- To identify in advance all matters that will be placed on the agenda.
- To 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).
- To provide sufficient time for members of the Board to study the matter prior to the meeting.

DEPBD 5.4.2 Undocumented matters which are listed or proposed for attention at the meeting are assigned a place on the agenda following those on which documentation and advance study have been made.

DEPBD 5.4.3 Carry-Over of Agenda Items

Each item or proposal admitted to the agenda is given identification in a numerical series. All action items remain on the agenda for subsequent meetings until a final disposition is made and recorded in the minutes.

DEPBD 5.4.4 Documentation

The agenda and supporting documentation are distributed by the Executive Director, or his or her designee, about two weeks before the date of the meeting. Documentation includes Board Minutes and 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.

DEPBD 5.5 Conduct of Board Meetings

DEPBD 5.5.1 A quorum for conducting Board business is 50% of those eligible to vote on the matter at hand.

Robert's Rules of Order, revised, determine the conduct of business in all Board meetings except where inconsistent with the Society's Bylaws. (See Bylaws, Article XXIII)

The Board of Department Vice Presidents may meet, or one or more of its members may attend a meeting, using audio or video conferencing.

The Board of Department Vice Presidents may take action without meeting as long as all members agree to such action.

DEPBD 5.5.2 It is expected that Board of Department Vice Presidents members will familiarize themselves with the preliminary agenda and the documentation of the various proposals prior to the meeting. To the extent possible, questions which arise should be clarified with the appropriate Board member or Headquarters staff member prior to the meeting.

DEPBD 5.6 Additions to the Agenda

The Chair, before taking items on the established agenda, lists additions to the agenda on which advance notice has been given and then calls for other additions to the agenda by the members.

DEPBD 5.7 Board of Department Vice Presidents Meeting Minutes

The Board of Department Vice Presidents 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.

DEPBD 5.8 Board of Department Vice Presidents Reallocation of Travel Funds

The ISA Board of Department Vice Presidents as a body may reallocate the funds available for travel and other reimbursable expenses for special circumstances or needs, without exceeding the total authorized amount in their total combined budget, by a 2/3 majority vote of sitting Vice Presidents. Following such action, the Chair of the ISA Board of Department Vice Presidents notifies the Executive Director in writing.

DEPBD 6.0 Standing Committees

The Board of Department Vice Presidents may establish Standing Committees to review, counsel, and advise on policy and other issues presented to the Board.

DEPBD 6.1 Department Nominating Committee

The Department Nominating Committee will identify candidates for Department offices meeting the candidate qualifications for Society offices established by the Executive Board. (COM 9, Executive Board MOP) The Nominating Committee shall provide:

- at least one candidate for the position of Chair of the Board of Department Vice Presidents
- at least three candidates to serve on the ISA Executive Board, one of whom is the Chair.

3.0 DEPARTMENTS (DEPTS)

The Departments focus on the entire range of the Society's national/international activities. The Board of Department Vice Presidents creates additional Departments or dissolves or consolidates existing Departments.

All actions to create, dissolve, or consolidate Departments will be reported immediately to the ISA Executive Board.

DEPTS 1.0 Organization & Administration

The functions of the Society Departments are so diverse that no completely uniform nomenclature for organizational units is feasible. This limitation is not considered an important constraint to either intra or inter-department operations. The policies and procedures that relate to all Departments are included in this section of the manual, while those that relate to individual Departments are contained in separate MOP's.

The following policies and procedures apply to the Departments.

DEPTS 1.1 Use of the term "Director" within the Society Departments is reserved for individuals who report directly to an elected officer of the Board of Department Vice Presidents.

DEPTS 1.2 When elected members of the Board of Department Vice Presidents appoint individuals who report directly to them, these appointments require approval by the Board of Department Vice Presidents. Appointments such as Division Director-elect or Director-designee, are also subject to Board approval. The primary purpose of Board approval is to provide formal recognition for all major appointments.

DEPTS 2.0 Department Vice Presidents

DEPTS 2.1 Duties

The Department Vice Presidents are responsible for making appointments, forming committees, and generally overseeing the wide variety of activities of their Departments.

Each Department Vice President elected to do so, has the additional responsibility to participate in the deliberations and actions of the Executive Board. The responsibility as a member of the Board is to the Society as a whole.

More specific qualifications and duties for each Department Vice President are covered in individual Department sections of the MOP.

DEPTS 2.2 Objectives and Functions

DEPTS 2.2.1 Submit a written annual report to the Society President by December 31 (revised 10/2003).

DEPTS 2.2.2 Submit a written report summarizing Departmental activities to the Chair of the Department Vice-Presidents at each Presidents' Meeting.

DEPTS 2.2.3 Prepare an oral report for presentation during the closing session at the Presidents' Winter and Summer Meetings.

DEPTS 2.2.4 Submit a Departmental Nominee to the Society Nominating Committee on a biannual basis.

DEPTS 2.2.5 Submit Departmental Directors to the Board of Department Vice Presidents for approval at the Presidents' Fall Meeting.

DEPTS 3.0 Administrative Responsibilities of Board of Department Vice President Members

(In this Section the term “Committee” is used for either Committee or Division; the term “Chair” for either Chair or Director.)

DEPTS 3.1 With regard to standing or ad hoc committees under a Board member’s jurisdiction, the Board Member:

DEPTS 3.1.1 Appoints and terminates the Chair subject to Board of Department Vice Presidents approval.

DEPTS 3.1.2 Requires all Chairs within this charge to:

- Staff their committees with an adequate number of capable individuals and provide for succession to their office.
- Set objectives and plan their activities for at least one year, and for such additional years as may be practical.
- 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, or his or her designee.
- Provide or assure the provision of minutes of meetings to committee members, the officer in charge and the Executive Director, or his or her designee.
- Submit an Annual Report of the Committee’s accomplishments.
- Provide news stories on committee activities for possible publication in appropriate Society publications.
- Provide written notice of appointments, reappointments or terminations of committee members to the officer in charge and to the Executive Director, or his or her designee.
- Maintain a manual of organization for committees and propose revisions, as needed, to the officer in charge.
- Maintain files and records that provide continuity in policies, plans and procedures and transmit them to the succeeding Chair.

DEPTS 3.1.3 Counsels Chairs in staffing their committees and in providing for succession of leadership.

DEPTS 3.1.4 Exercises general direction of Chairs’ plans and activities, evaluates their progress and results, and attends as many committee meetings as practical.

DEPTS 3.1.5 Communicates information and assignments which may arise from actions of the Board of Department Vice Presidents or from other Society units to Chair. Communicates the committees’ recommendations or the results of special studies to the Board of Department Vice Presidents or to other Society units.

DEPTS 3.2 With regard to reports and records, the officer:

DEPTS 3.2.1 Reports in writing to the Board of Department Vice Presidents, prior to the meeting at which Board approval will be sought, on proposals that have been developed for approval. Officers may submit proposals directly to the Board when timing is critical and a Committee meeting has passed. In either case, proposals and supporting information should be sent to the Executive Director, or his or her designee, for distribution.

DEPTS 3.2.2 Submits a written Annual Report summarizing accomplishments and recommending future plans and programs to the Chair of the Board of Department Vice Presidents by July 15 so the Board report to the Executive Board can be submitted by August 1.

Reports should include accomplishments of all organizational units for which the officer 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. All reports are retained in their entirety for archival purposes.

DEPTS 3.3 Maintains files and records that provide continuity in policies, plans and procedures, and transmits them to his successor.

DEPTS 4.0 Department Vice Presidents-elect

DEPTS 4.1 Objective

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.

DEPTS 4.2 Duties

DEPTS 4.2.1 Serves as understudy for the current officer in charge and assists in the administration of the Department.

DEPTS 4.2.2 Attends meetings of the Department and its organizational units as needed to advance Department objectives.

DEPTS 4.2.3 Attends Board of Department Vice Presidents Meetings.

DEPTS 4.2.4 Participates in all planning for the Department, and especially in those plans to be implemented during subsequent years.

DEPTS 4.2.5 Works with the Department Vice President to develop depth of Department leadership so that, when the office is assumed, capable nominees are available.

DEPTS 4.2.6 Temporarily assumes the duties of Department Vice President at Department level meetings when the Vice President is unable to attend.

DEPTS 4.2.7 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.

DEPTS 4.2.8 Serves on the Strategic Planning Department Board.

DEPTS 4.3 Organization & Administration

DEPTS 4.3.1 Serves for two years as an elect to gain experience before assumption of the office of Vice President. Automatically assumes the office of Vice President, should the current Vice President resign or otherwise vacate the office.

DEPTS 4.3.2 Receives copies of all correspondence to and from the Vice President.

4.0 AUTOMATION & TECHNOLOGY/ INDUSTRIES & SCIENCES DEPARTMENTS (A&I)

A&I 1 Objectives

To form the administrative “home” for Society Divisions in order to stimulate, coordinate and advance Division objectives; to encourage Divisions to draw technical knowledge from, and to transport technology among, all pertinent disciplinary sources.

A&I 2 Duties

A&I 2.1 Exchange and disseminate technical information, within each Division’s scope, through forums and publications involving peer evaluation and critique.

A&I 2.2 Stimulate interchange of professional information through personal contact and communication among Division members and through newsletters.

A&I 2.3 Identify and, with the Society’s education organization, help implement formal education activities such as short courses, slide-tape lectures and tutorial seminars.

A&I 2.4 Identify and, with the Society’s publications organization, help implement the publication of needed compendia, handbook-type data, and special topic monographs.

A&I 2.5 Identify and, with the Society’s standards and practices organization, help implement the establishment of needed standards.

A&I 2.6 Recognize professional contributions by nominating candidates for ISA awards to the Honors & Awards Committee and candidates for Fellow to the Admissions Committee.

A&I 2.7 Enhance members’ local Section affiliation by promoting cooperative Section/Division programs.

A&I 2.8 Promote and participate in mutually beneficial liaison with related technical and scientific organizations.

A&I 2.9 Assist in providing information requested by members through Society Officers and Headquarters.

A&I 3 Automation & Technology and Industries & Sciences Department Vice Presidents

A&I 3.1 Objective

To provide or obtain the administrative and communications support needed by Division leaders in the attainment of Division objectives; to represent the members and the Divisions in the Department in the deliberations and actions of the Board of Department Vice Presidents and the Executive Board; and to develop policies that advance instrumentation and render service to the membership.

A&I 3.2 Duties

A&I 3.2.1 Serves as a voting member of the Board of Department Vice Presidents and the Executive Board, if so elected, and shares in the determination of Society plans and policies.

A&I 3.2.2 Supervises the plans and programs of Divisions in the respective Departments. The scope of the Divisions of each Department are included in A&I 4.

A&I 3.2.3 Recommends to the Board of Department Vice Presidents plans and budgets of symposia programmed by Divisions of the Department, and monitors their technical quality and administrative effectiveness.

A&I 3.2.4 Maintains appropriate intra-society and inter-society channels of communication and liaison contacts, and undertakes special assignments from the President, Executive Board and the Board of Department Vice Presidents.

A&I 3.3 Organization & Administration

A&I 3.3.1 Serves two years in an elect capacity; serves two years as a voting member of the Board of Department Vice Presidents and the Executive Board, if so elected, and is not eligible for re-election.

A&I 3.3.2 Is accountable, through the President, to the Board of Department Vice Presidents, the Executive Board and Council of Society Delegates for the proper performance of regular and assigned duties.

A&I 3.4 Identification of Candidates for A&T Department Vice President (Added October 2002)

Because the Society solicits nominations for the position of Vice President-elect from leaders throughout the Society, the Department does not formally endorse any candidate. However, the Department Vice President, Vice President-elect, and Division Directors and Directors-elect recommend that the candidates meet the following criteria before nomination.

- Past Division Director (A&T or I&S Dept.)
- Active Division member
- Active Section member
- Corporate or personal financial support

A&I 3.5 Identification of Candidates for I&S Department Vice President (Added October 2002)

The I&S Department traditionally submits two candidates to the Society Nominating Committee for the position of I&S Vice President-elect, with an indication of which is the preferred candidate. The secondary candidate, if not selected by the Nominating Committee, typically becomes a preferred candidate in future recommendations. The Department Vice President, Past Department Vice President, Vice President-elect, and Division Directors and Directors-elect recommend that the candidates meet the following criteria before nomination.

- Past Division Director (A&T or I&S Dept.)
- Active Division member
- Corporate or personal financial support

A&I 4 Scopes of Divisions within the Automation & Technology and Industries & Sciences Departments

The scope, or areas of technical responsibility, of both Divisions and Groups are subject to approval by the Board of Department Vice Presidents.

A&I 4.1 Industries & Sciences Department

Aerospace Industries Division (ASD) - 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.

Automotive & Vehicular Division (A&V) - Concerned with all aspects of automotive instrumentation related to manufacturing, testing, and technology. (Merged with the Aerospace Industries Division by Board action October 1999.)

Chemical & Petroleum Industries Division (CHEMPID) - 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.

Construction and Design Division (CONDES) - 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.

Food and Pharmaceutical Industries Division (FPID) - Concerned with all instrumentation applications and research for the processing of raw materials into packaged food and pharmaceutical products.

Glass & Ceramics Industries Online Technical Interest Group (G&C) - Concerned with all aspects of instrumentation related to the manufacturing of glass and ceramic products. (April 2006)

Marketing & Sales Division (M&S) - Identifies and serves the marketing and sales needs of the instrumentation industry through improved communications between manufacturers and users.

Mining & Metals Industries Division (M&M) - 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) - 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.

Pulp & Paper Industry Division (PUPID) - 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.

Textile Industry Online Technical Interest Group (TXD) - Provides a forum to facilitate communication of instrumentation, systems, and automation in order to benefit the textile industry with practical solutions that improve quality and reduce costs. (Revised April 2006)

Water and Wastewater Industries Division (WWID) - Concerned with all aspects of instrumentation related to industry and commercial systems associated with water and wastewater management.

A&I 4.2 Automation & Technology Department

Analysis Division (AD) - 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 Control Systems Division (ACOS) - Promotes the dissemination and interchange of knowledge on the principles and practices of automatic control and its ancillaries and their theory and application to physical, chemical and biological processes. The scope of interest includes analysis, synthesis, design, mechanization, automation, modeling, simulation and optimization as applied to the dynamic control of all type of processes. Processes include continuous, batch, discrete, operations, manufacturing, and refining.

Computer Technology Division (COMPUTEC) - Concerned with all concepts relating to the means of data acquisition including scanning and logging equipment, transducers and readout systems; data processing, data storage and transmission, information theory, and digital and analog computers: data utilization for control including techniques of automation.

Management Division (MAN) - Concerned with that segment of ISA membership involved in or having an interest in management and supervision of people and projects involving instrumentation.

Process Measurement & Control Division (PMCD) - Concerned with that area of measurement and control instrumentation covering such process variables as flow, pressure, temperature, liquid level, weight, viscosity, etc.

Robotics & Expert Systems (ROBEXS) - Concerned with automated reasoning, artificial intelligence, expert systems, robotic sensors and vision, robotic manipulators, teleoperation, space robotic systems, and industrial robotics.

Safety Division (SAFE) - Promotes the dissemination and interchange of knowledge related to safety issues in the discrete parts, process, power, medical, nuclear, and transportation industries. The scope of interests include; area classification, burner management systems, fire & gas protection / detection, software, safety instrumented systems, security, and valve safety.

Telemetry & Communication Division (TELCOM) - Concerned with the theory, standards, and equipment involved with transmitting data from measuring and computing systems by telemetering means to data acquisition and/or processing centers; and from supervisory dispatching centers for communication control signals to remote stations. Telemetering means include direct wire, leased line, microwave, radio, coherent light, sound, etc. as the communication link.

Test Measurement Division (TMD) - 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.

5.0 DIVISIONS (DIV)

DIV 1 Definitions

The following are definitions of functional units that may be organized within the Automation & Technology and Industries & Sciences Departments:

DIV 1.1 Division (revised 10/2008)

An organizational unit of at least 100 dues paying members with a common technical interest as defined by the Division's scope.

DIV 1.2 Group

An 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. Groups:

- submit an annual business plan for Board of Department Vice Presidents review and used by staff to prepare the Society's annual budget;
- develop an organizational framework consistent with their operations; and
- exist for a period of no longer than five years as a Group.

It is intended that Groups develop into full Divisions or, if unable to, revert to Committee status and are placed within the organizational structure of an appropriate Division with the approval of the Division Director, or are dissolved.

DIV 2 Division Objectives

DIV 2.1 To program timely technical papers, short courses, workshops and like activities, representing the Division's scope at the Annual Conference; to plan timely technical meetings comprised of technical papers, short courses, workshops and like activities on specific areas or themes within the Division's scope; to cooperate with other Divisions for programming in areas of mutual interest; to provide discerning review of papers offered for presentation, discussion, and/or publication.

DIV 2.2 To stimulate informational interchange for the community of technically interested personnel by correlating pertinent data and disseminating it through newsletters, abstracts, compendia, bibliographies, etc.

DIV 2.3 To recommend projects deserving study by the Standards & Practices, Publications, PDD and Strategic Planning Departments.

DIV 2.4 To develop programs which promote Section/Division cooperation and growth.

DIV 2.5 To recognize and nominate individuals deserving of ISA awards and Honorary Membership to the Honors & Awards Committee.

DIV 2.6 To recognize and nominate members deserving of election to the grade of ISA Fellow to the Admissions Committee.

DIV 2.7 To promote mutually beneficial liaison with other technical and scientific organizations.

DIV 2.8 To provide assistance, advice and informational materials as requested by the membership through the Board of Department Vice Presidents and Society Headquarters.

DIV 3 Division Director

DIV 3.1 Objective

To organize the resources of the Division and to attain the Division objectives. (See DIV 2 and A&I 4)

DIV 3.2 Duties

DIV 3.2.1 Establishes technical, administrative and ad hoc committees needed to achieve Division objectives.

DIV 3.2.2 Appoints the Director-elect and Associate Directors with the approval of the Department Vice President and the Board of Department Vice Presidents. The Director-elect serves until he succeeds the Director. He may also appoint a Secretary-Treasurer.

DIV 3.2.3 Establishes Division election procedures for Division Officers. Candidates for Director, Director-elect, and Associate Director must be approved by the Department Vice President.

DIV 3.2.4 Appoints committees and approves vice chairmen.

DIV 3.2.5 Assists committees with staffing and administrative needs to promote leadership continuity.

DIV 3.2.6 Requires committee chairmen to:

- set objectives and plan activities at least one year in advance;
- call and hold an adequate number of meetings to attain committee objectives;
- record and distribute committee appointments and meeting minutes to committee members, the Division Director, and appropriate ISA Staff;
- maintain files as a historical record and to transmit to the succeeding Division Director; and
- submit an annual report of the committee's accomplishments and future plans to the Division Director by June 1.

DIV 3.2.7 Initiates, implements, and monitors programs, projects, liaison contacts and communications to achieve Division objectives.

DIV 3.2.8 Schedules meetings of Division leaders as needed.

DIV 3.2.9 Appoints a Division Program Coordinator to the ISA Annual Fall Event Program Committee who serves as the focal point for the Division's participation in the Society Conference. Provides the Program Coordinator with, or arranges for the Coordinator to obtain, specific plans for the Division's participation in the Conference. Follows-up to determine adherence to target dates for appointments and for paper solicitation, preparation, and review.

DIV 3.2.10 Provides strong leadership for Division's symposia. Sees that symposia dates and locations are established early and that symposia committees are properly staffed.

DIV 3.3 Organization & Administration

DIV 3.3.1 The Director is appointed by the Department Vice President with Board of Department Vice Presidents approval, and reports to the Department Vice President.

DIV 3.3.2 All Division officers, including the Director and all Committee Chairmen, are appointed in writing for one year and are eligible for reappointment. Traditionally the Director is reappointed, serving in this position for a two-year period.

DIV 3.3.3 Directors, working with their Department Vice President, prepare an annual business plan outlining the goals and objectives for the year. Staff will prepare the budget to support the business plan in a consistent way using consistent estimates across all entities of the Society. (Revised 10/2008)

DIV 3.3.4 Funds for special projects that are not financed by the Society budget require a recommendation by the Board of Department Vice Presidents and Executive Board authorization.

DIV 3.3.5 Reports, minutes and letters of appointment are sent to the Department Vice President and appropriate ISA staff. Division records are transmitted to the succeeding Director. The Director's annual report on Division accomplishments and plans is submitted to the Department Vice President by July 1.

DIV 3.3.6 Division news items for *InTech* are sent to the Editor.

DIV 3.3.7 The Director submits to the Department Vice President for presentation to the Board of Department Vice Presidents a proposal and program objective for Division symposia or short courses. (Revised 10/2008)

DIV 3.3.8 The Director submits appropriate items to the Board of Department Vice Presidents for approval or for information and sees that other requirements of the "Symposium Operating Guide" are fulfilled for symposia or conferences that are not held in conjunction with the ISA Annual Fall Event.

DIV 4 Annual Division Dues Collection (revised 10/2008)

Division dues are collected and administered in accordance with procedures used to process ISA membership dues.

DIV 6 Division Financial Management (Revised 10/2008)

To assure responsible fiscal management of Division finances, the following procedures are followed:

DIV 6.1 Division Directors and their Department Vice Presidents prepare an annual business plan outlining goals and objectives for the year. Staff will prepare the budget to support the business plan in a consistent way using consistent estimates across all entities of the Society

DIV 6.2 Business planning is the important first step of ISA's budgeting process. In the business plan, goals and objectives are developed to address member needs and concerns. Also all activities, programs and services to be done in the upcoming year are included. The business plan also serves as a periodic reminder and an accountability tool to ensure that tasks are not left undone.

DIV 6.3 Annual financial results from Division membership and symposia activity will be retained in the Society reserves.

DIV 8 Revocation of Division Status

Two years after gaining Division status, Divisions must maintain 100 members. 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 Board of Department Vice Presidents giving: (1) a chronological program for restoring the Division's membership appeal, or (2) a recommendation for revocation of Division status.

DIV 9 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 Committee upon reviewing the proposed design, and a financial plan is developed between the Division and Headquarters.

DIV 10 Division Awards

The Division awards program was established to recognize outstanding achievements and contributions within the scope of the Divisions' activities. The awards program is the forum whereby members' outstanding contributions to the field of instrumentation, or exemplary service to Divisions or the instrumentation community, can be recognized by their peers. Awards consist of certificates of appreciation, personalia items, plaques and honoraria. Recipients of Division awards are also eligible for Department and Society awards.

DIV 10.1 Types of Division Awards & Recognition

DIV 10.1.1 Division Paper Awards

Awards which relate to paper preparation or presentation should include the following considerations:

- The paper is originally written or presented within the framework of an ISA meeting or publication. Where the paper has been published in *INTECH* or *ISA Transactions*, coordination with the Publications Department prior to announcing the award is required.
- If so stipulated in the award procedure, style, technique and quality of presentation may be considered.
- Papers programmed outside the Division are granted an award only after the responsible officer of the programming Section, Division or Department has concurred.
- Papers considered must meet all criteria of ISA, including thorough review by a competent review board.
- Papers receiving Division awards remain eligible for Society awards.
- Award specification must provide for the contingency of multiple authors.

DIV 10.1.2 Outstanding Service in Instrumentation Awards

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 should include the following considerations:

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

DIV 10.1.3 Division Service Recognition

Recognition for Division service, by certificate or token of nominal value, is recommended and is not included within the scope of Division awards. Control of such recognition rests with the Department Vice President through annual Division budget review and approval.

DIV 10.2 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 requirements for establishing Division Awards are:

DIV 10.2.1 The Division, having 100 or more members, must establish a standing Awards Committee, normally chaired by the Past Director. The Committee:

- Includes at least one Past Director (more are recommended).
- Is organized for continuity and to broadly represent the scope of the Division.
- Must have at least two-thirds of the total committee membership concurring before selection of a recipient.
- Faithfully maintains the standards for which the award was established.
- Reviews awards and procedures, recommending changes as required.

DIV 10.2.2 The Division Awards Committee prepares a specification for the proposed award that includes:

- A description of the award and the qualifications of the recipient. The name of the award, if any, may not include the word “distinguished” which is reserved for Society awards.
- Honoraria subject to the following limitations: (1) limited to a total value of \$1500; (2) may be budgeted by the Division (or by the symposium, if appropriate); (3) will be sponsored only where complete assurance is available that sponsorship will cause no pressure in administration of the award and that sponsorship will be available for at least three years.
- Administrative procedures including: (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, a membership meeting, or an Annual Conference paper session; (4) notification of the Division Newsletter Editor for appropriate recognition in the Division Newsletter; (5) notification of ISA’s Executive Director for listing in Society publications and, where space permits, in the current Society Honors & Awards Program with other Division award winners for the current year. Recipients will be reported to the Board of Department Vice Presidents and the Executive Board for information annually.

DIV 10.2.3 Responsibilities of Division Director

- Reviews the specifications for conformity with ISA policy.
- Reviews the availability of qualified nominees and includes this information in the recommendation.
- Forwards the specification to the Department Vice President for approval.
- Insures that no premature announcement of the proposed award is made.

DIV 10.2.4 Responsibilities of the Department Vice President

The Department Vice President confers with the Honors & Awards Committee and the Executive Committee to:

- Resolve any apparent conflicts with ISA policy.
- Approve such awards as meet these criteria.
- Refer questions not covered herein to the Board of Department Vice Presidents and the Executive Board for resolution prior to approval.
- Report the award to the Board of Department Vice Presidents and the Executive Board for information.
- Establish that multiple awards within any Division are based on a demonstrable capability to administer them.

DIV 10.2.5 Where a Division award is established and has a demonstrated (by three years or more of experience) scope beyond that of the sponsoring Division and is to be proposed as a Society award, a presentation will be made

to the Honors & Awards Committee of the Society by the originating Division. The presentation will document the caliber and number of nominees available, the reaction to past awards, similar awards by other groups, possible sponsorship for the award, and plans for supporting the Society in administering the award. The Honors & Awards Committee forwards the request to the Executive Board with its recommendation within six months of the meeting at which the presentation is made.

DIV 11 Division Newsletters

DIV 11.1 A primary communication tool and benefit derived by Division members is the Division newsletter. Each Division is required to produce at least one newsletter in a 12 month period to remain an active Division.

6.0 STANDARDS & PRACTICES (S&P)

NOTES -- Use of the term “ISA STANDARD(S)” in this section applies to all ISA documents: standards, recommended practices, and technical reports¹, unless specifically noted otherwise.

(Revised March 2001)

S&P 1 Department overview

The Committees and Board of the Standards & Practices Department focus on the development, adoption, review and revision of various national and international standards of interest to Society members. Liaison and cooperative action is maintained with other organizations.

S&P 1.1 Objective

The Standards & Practices Department is responsible for preparing and publishing national standards that meet ISA and ANSI requirements for due process and criteria for approval. The S&P Department applies for and maintains ISA’s accreditation as an ANSI standards writing organization.

S&P 1.2 Organization

The S&P Department is composed of an administrative body - the Standards and Practices (S&P) Board, and an operating body - the Standards Committees. Both bodies are under the direction of the Vice President of the S&P Department. Assistance in the coordination of the S&P Department activities is provided by ISA staff through the Technical Services Department.

S&P 1.3 Functions of the Department

The Standards & Practices Department:

S&P 1.3.1 Prepares ISA STANDARDS where adoption of such can simplify work, facilitate general understanding, promote interchange of information, and harmonize with national and international requirements.

S&P 1.3.2 Initiates and conducts studies to determine where need exists for maintaining and revising existing ISA STANDARDS and for developing new ones.

S&P 1.3.3 Establishes procedures that ensure ISA STANDARDS meet requirements for due process, consensus, and balance of interest. Approves *Standards and Practices Department Accredited Procedures* for the operation of

¹ Definitions of ISA Standard, Recommended Practice, and Technical Report:

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 often be modified 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.

Standards Committees and submits them to the American National Standards Institute to maintain accreditation as a developer of American National Standards.

S&P 1.3.4 Distributes ISA STANDARDS for public review.

S&P 1.3.5 Approves ISA STANDARDS for publication.

S&P 1.3.6 Submits appropriate ISA STANDARDS to the American National Standards Institute (ANSI) for acceptance as American National Standards.

S&P 1.3.7 Publicizes individual ISA STANDARDS and the general Department program to achieve the broadest possible participation, acceptance and utilization by concerned parties.

S&P 1.3.8 Maintains active liaison relationship with other national and international groups, organizations, associations, and societies that prepare standards relevant to instrumentation and automatic control.

S&P 1.3.9 Assists in staffing Committees and approves of the initial Committee membership.

S&P 1.3.10 Provides information, advice, and interpretation of ISA STANDARDS as may be requested.

S&P 1.3.11 Oversees the development and implementation of improved processes for accepting, prioritizing, and allocating resources to proposed standards projects. Examining and, if necessary, amending 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 2 Standards and Practices (S&P) Board

S&P 2.1 Objective

To conduct S&P Department activities by providing policy, direction and guidance to the Society Standards and Practices program, ISA staff and Standards Committees.

S&P 2.2 Organization

The S&P Board is composed of the Department Vice President (Chair of the S&P Board), the Department Vice President-elect (Vice Chair of the S&P Board), Managing Directors and Administrative Directors, and a non-voting ISA staff representative. The number of Directors shall be at the discretion of the Department Vice President.

S&P 2.3 Administration

S&P 2.3.1 The S&P Department Vice President shall serve as the S&P Board Chair.

S&P 2.3.2 The position of Vice Chair shall be filled by the Vice President-elect during the time that this office is filled. The S&P Board Chair may appoint a temporary Vice Chair if necessary.

S&P 2.3.3 The ISA Manager of Standards Services shall serve as the Secretary of the S&P Board.

S&P 2.3.4 The S&P Board shall meet at least once each year. However, suggested meeting occasions are in conjunction with the Society's regular business meetings.

S&P 2.3.5 A notice and agenda of each meeting shall be sent in order to be received by all members of the S&P Board at least 14 days prior to the meeting. Copies of minutes shall be sent to all S&P Board members within 30 days following a meeting.

S&P 2.3.6 The Secretary shall maintain an official file of all correspondence, minutes, and records.

S&P 2.4 Voting requirements

S&P 2.4.1 To conduct Department business, a quorum of at least 50 percent of the S&P Board Managing Directors shall be present. The criteria for meeting procedures is *Roberts Rules of Order* (latest edition). The following voting requirements apply to all S&P Board members (except the Secretary of the S&P Board):

- All questions shall be decided by a majority of the votes cast, unless otherwise specified.
- A two-thirds majority of all voting members (excluding ballots that are votes of abstention) of the S&P Board is required for the following actions:
 - Revision of the Society Department MOP.
 - Revision of the department *Accredited Procedures*. Revised *Accredited Procedures*, once approved by the S&P Board, will be sent to ANSI for approval and will become effective while ANSI approval is pending.
 - Adoption, reaffirmation, or withdrawal of an ISA STANDARD.
- Where a two-thirds majority is required, a written or letter ballot, or roll call vote shall be used.
- Voting by “proxy” (i.e., providing authority for one person to assign voting rights to another person) is prohibited

S&P 2.4.2 A Director becomes a voting member of the S&P Board when the appointment by the S&P Vice-President has been approved by the ISA Board of Department Vice Presidents.

S&P 2.5 S&P Board Executive Committee

S&P 2.5.1 Functions

The S&P Board Executive Committee is authorized to act for the S&P Board between its regular meetings to carry out the policies of the S&P Board. The Committee develops, reviews, and recommends proposed policies for S&P Board approval.

The S&P Board Executive Committee functions in this capacity by

- continually reviewing existing policies and programs of the Department and advising the S&P Board or appropriate ISA staff expeditiously of action either taken by the S&P Board Executive Committee or required by others.
- reviewing proposals submitted by ISA Directors and other Society leaders, and recommending action to the S&P Board when appropriate.
- referring matters on which insufficient information is available for S&P Board action to an appropriate Director, Survey Committee, or to ISA staff for study, clarification, or recommendation.
- referring 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.
- making decisions on matters that have been delegated to the S&P Board Executive Committee for action, including
 - specific items designated by S&P Board action; and
 - recommendations for approval of non-budgeted expenditures up to a maximum of \$10,000.
- reviewing items slated for subsequent action by the S&P Board. The S&P Board 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 S&P Board’s attention as soon as practical.)
- developing and updating the Strategic Plan, and identifying new issues.
- establishing ISF/restricted funds policy. This policy should include administration and disbursement of the funds.

- providing an accountability system for monitoring Committee performance and identifying requirements for Committee support and benefits of the STANDARD.
- coordinating the development and monitoring of the Annual Budget with ISA staff.
- authorizing funds for special projects outside the scope of the approved budget.

Items that require action by the S&P Board are normally submitted to the S&P Board Executive Committee in advance for study and recommendations. This procedure assures the S&P Board that all facets of these items have been thoroughly investigated, and that the S&P Board's decision will be based on the most current and comprehensive information available.

S&P 2.5.2 Administrative structure

The administrative structure of the S&P Board Executive Committee operates as described below:

- The S&P Board Executive Committee membership includes the Vice President, Vice President-elect, and a Past Vice President. Other members of the S&P Board may be assigned by the Vice President, as needed. In addition, the Director, Technical Services serves as an ex-officio member. The Manager, Standards Services also serves, as required, as an ex-officio member.
- The Vice President serves as the presiding officer of all S&P Board Executive Committee meetings. In the absence of the Vice President, the Vice President-elect presides.
- The Director, Technical Services, serves as the Secretary of the S&P Board Executive Committee.

S&P 2.5.3 Meetings

The S&P Board 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 S&P Board.

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 S&P Board meeting. These unscheduled meetings may utilize teleconferencing, one of ISA's World Wide Web S&P applications, or other electronic means. Minutes of these meetings shall be made available to the S&P Board.

S&P Board Executive Committee meeting minutes are organized to indicate

- items for S&P Board action;
- items for S&P Board information; and
- items for S&P Board Executive Committee discussion.

S&P 3 S&P Officers

S&P 3.1 S&P Department Vice President

Elected by the Council of Society Delegates for a term of two years and may not succeed himself.

S&P 3.1.1 In the event of resignation or inability of the Vice President to serve, the Vice President-elect shall assume the position of Department Vice President. If the office of Vice President-elect is vacant, then the ISA Executive Board will appoint an interim Department Vice President until an election is held. (See Bylaws, Article X, Section 4.)

S&P 3.1.2 The Vice President is responsible for directing the Department in fulfilling its objectives and functions.

The Vice President functions in this capacity by

- serving as voting member of the Board of Department Vice Presidents and the Society Executive Board, if elected, sharing in the determination of Society policies and plans;
- accounting, through the Society President, to the Council of Society Delegates, the Board of Department Vice Presidents and the Executive Board for the proper performance of all appropriate duties;
- serving as Chair of the S&P Board and S&P Board Executive Committee;
- providing leadership and direction in developing plans and an organizational structure consistent with the Department's scope and purpose;
- appointing and receiving liaison representatives between the Department and other ISA departments and divisions;
- appointing representatives to ANSI Standards Management Boards and other ANSI Committees;
- appointing and terminating the S&P Department Directors subject to Board of Department Vice Presidents approval;
- serving as ex-officio member of all Committees;
- ensuring that Directors and Committee Chairs discharge their duties as delineated in the *Department Accredited Procedures*;
- counseling the Directors and Committee Chair in staffing their Committees and in providing for succession to the Chair positions;
- exercising general direction of the plans and activities of the Directors and Committee Chairs and evaluating their progress and results;
- communicating to Directors and Committee Chairs;
 - a. necessary information and assignments that may arise from actions of the Board of Department Vice Presidents and the Executive Board or from other Society organizational units or from personal determination, and
 - b. Committee recommendations to the Board of Department Vice Presidents and the Executive Board or to other Society organizational units;
- calling and conducting meetings of the S&P Board and S&P Board Executive Committee;
- furnishing the Society President with a written Annual Report. This Annual Report summarizes the accomplishments of the Department and recommends future plans and programs that are compatible with the Society's Strategic Plan;
- maintaining such records as will provide continuity in policies, plans, and procedures for successors;
- maintaining, with the assistance of the S&P Board Executive Committee, a current Strategic Plan; and
- proposing to the Board of Department Vice Presidents nominations for delegate and alternate delegate to the ANSI Organizational Member Council.

S&P 3.2 S&P Department Vice President-elect

S&P 3.2.1 Elected by the Council of Society Delegates for a term of two years, after which assumes the office of Vice President. This term coincides with the Vice President's term of office. (See DEP 3.)

S&P 3.2.2 The Vice President-elect is responsible for becoming familiar with the organization, activities, and plans of the Department so that, upon assuming the position of Vice President, there will be effective continuity in the direction of the Department.

S&P 3.2.3 The Vice President-elect functions in this capacity by:

- serving on the S&P Board and the S&P Board Executive Committee as Vice Chair;
- attending meetings (as a non-voting member) of the Board of Department Vice Presidents and the Executive Board if possible;
- participating in all planning for the Department;
- carrying out special assignments assigned by the Vice President;

- developing additional leaders for the Department;
- serving as S&P Board Chair in the absence of the Vice President;
- assuming the office of Vice President automatically in the event of resignation or inability of the Vice President to serve;
- accounting, through the Vice President, to the Council of Society Delegates, the Board of Department Vice Presidents and the Executive Board for the proper performance of duties;
- counseling the Vice President regarding the establishment and termination of intersociety relationships;
- receiving copies of all appropriate communications that are sent to or received by the Vice President;
- assisting the Vice President in writing the Annual Report, particularly those sections that address programs, organization, and activities of the Department;
- representing the Department in the Strategic Planning Department; and
- serving as Chair of the S&P Nominating Committee;

S&P 3.3 Directors

Managing Directors and Administrative Directors are responsible for carrying out the functions of the Department. Directors are appointed by the Department Vice President, and approved by the Board of Department Vice Presidents for a one-year term.. A Director becomes a voting member of the S&P Board when the Board of Department Vice Presidents has approved the appointment by the Department Vice President.

Directors are authorized to:

- serve as voting members of the S&P Board
- call meetings, appoint Subcommittees, and administer Department affairs in accordance with the policies and procedures established by the Society and the Department. They inform the S&P Board of the progress and activities of the Committee and Liaison Representatives.
- prepare written reports for each S&P Board meeting. Suggestions for improving future activities and procedures should also be included.
- provide minutes of all their meetings to the Department Vice President and S&P Board Secretary, 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;
- prepare standards news items for news release ISA publications, including the *S&P News*, and for news release to other publications through the ISA staff representative, with a copy to the Department Vice President;
- act as liaison representative for ISA technical interest divisions as assigned by the Department Vice President.

S&P 3.3.1 Managing Directors

Prior experience in standards work is required for this position. Managing Directors are responsible for providing guidance and leadership to assigned Committees and the Department through participation on the S&P Board. Managing Directors function in this capacity by

- presenting the purpose, scope, and revision(s) of each assigned Committee for approval by the S&P Board;
- appointing Committee Chairs, and guiding and assisting them in staffing their Committees. These Committees may include Survey Committees;
- advising assigned Committee Chairs and approving Committee organizations, including an annual review to address Committee balance;
- guiding and coordinating all activities of assigned Committees;
- recommending to the S&P Board the creation and cancellation of assigned Committees;
- requesting S&P Board approval of proposed ISA STANDARDS;

- initiating Committee action on reaffirmation;
- serving as ex-officio members of all Committees and Subcommittees assigned and attending as many Committee and Subcommittee meetings as practical;
- ensuring that all Committees provide the International Activities Director, the Intersociety Director, and ANSI Activities Director, as appropriate, with information on international, intersociety, or ANSI interaction, respectively;
- ensuring that publications proposed by members of assigned Committees relative to proposed ISA STANDARDS are in accord with ANSI/ISA policies;
- assisting in the development of a Standards Committee performance and accountability system;
- monitoring the progress of each assigned Committee and assisting Committees in meeting their performance goals.
- preparing 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.

S&P 3.3.2 Administrative Directors

Administrative Directors are responsible for overseeing specific activities and tasks, as requested by the Vice President, and providing guidance and leadership to the Department through participation on the S&P Board. For example the following positions may be considered: ANSI Activities Director, Director-at-large, International Activities Director(s), Intersociety Director, Intrasociety Director, or Newsletter Director.

S&P 3.3.3 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 3.4 Identification of Candidates for Department Vice President

The Department uses the following procedure and criteria to identify candidates and potential candidates for the position of Vice-President-Elect and Vice-President of the Standards and Practices Department.

1. The Nominating Committee of the Department shall put nominees forward to the Department Board Nominating Committee. The Standards and Practices Department is not required to put forward multiple nominees, although it may do so at its discretion.
2. The Nominating Committee of the Department shall consist of the Vice President, the Vice-President-Elect, and the Past-Vice-President of the Department, and other members as the Vice President shall direct.
3. The Standards and Practices Department Nominating Committee will make a formal report to the Department Board Nominating Committee on each candidate nominee, including the nominee or nominees put forward by the Department.
4. It is strongly recommended that all candidates have the following:
 - a. A history of volunteer leadership activity above the Section level in ISA, including Director or Vice-President responsibilities or active participation in one or more Society committees.
 - b. A history of successful volunteer leadership in the Standards and Practices Department at the Director level.
 - c. Proven ability to maintain good and effective working relationships with both volunteers and staff.
 - d. A history of regular attendance at President's Meetings.
 - e. Willingness and ability to attend President's Meetings as a VP Elect and VP.

7.0 INSTRUMENTATION STANDARDS FOUNDATION (ISF)

ISF 1 Purpose

The purpose of the Foundation is to obtain, manage, and distribute funds in support of the development of sound, unbiased, consensus standards programs which advance the technology of measurement and control.

The Foundation is organized exclusively for literary, scientific, and educational purposes within the meaning of Section 501 (c) (3) of the United States Revenue Code, including for such purposes, the making of distributions to organizations which qualify as exempt organizations under Section 501 (c) (3) of such Code which further the purposes of the Foundation.

No part of the net earnings of the Foundation shall inure to the benefit of, or be distributable to, its directors, officers, or any other private persons, except that the Foundation shall be authorized and empowered to pay reasonable compensation for services rendered and/or expenses incurred.

ISF 2 Governing Body

The governing body of the Instrumentation Standards Foundation shall be the Standards Foundation Board of Directors, which shall manage all activities and affairs of the Foundation and exercise all its lawful powers. The number of Directors shall be at the discretion of the S&P Department Vice President, but shall be no less than three members. Directors shall serve terms of one year. One of the members shall be a representative of the Board of District Vice Presidents. The ISA Standards and Practices Department Vice President shall serve on the Board *ex-officio*. The members of the Board and the Board Chairman shall be nominated by the Standards and Practices Department Vice President, with the exception of the representative of the District Vice President, who shall be nominated by the Chairman of the Board of District Vice Presidents. All members shall be elected annually by ISA's Executive Board. A director may resign by written notice to the Foundation. The resignation shall be effective upon its receipt by the Foundation or at a subsequent time specified in the notice of resignation. In the case of any vacancy on the Board, the ISF Board Chairman, in consultation with the S&P Department Vice President, or the Chairman of the Board of District Vice Presidents, as appropriate, may appoint an acting Director to hold office until the next regular meeting of ISA's Executive Board.

Directors should have broad-based, executive-level experience in the field of measurement and control in order to provide strong, farsighted direction to the Foundation and help ensure its objectives are met properly and its funds administered wisely.

ISF 3 Meetings

The annual meeting of the Directors of the Foundation shall be held at the ISA Annual Conference and Exhibit.

Special meetings of the Directors may be called by the Chairman. Any request for such meeting shall state the purpose or purposes of the proposed meeting. Notice of any meeting of the Board of Directors shall be given at least ten (10) days in advance by written notice to each Director.

A majority of the Directors then in office shall constitute a quorum for the transaction of business. The action of the majority of the Directors present at a meeting at which a quorum is present shall be the action of the Board of Directors, except an action by a majority of the Directors then in office may be specifically required by statute or other section of the Bylaws. Meetings of the Directors shall be presided over by the Chairman, and the Secretary-Treasurer of the Foundation shall act as Secretary of the meeting. If either is absent, then a person chosen at the meeting shall act as Chairman or as Secretary.

ISF 4 Government

ISA's Executive Board shall control the general policies of the Instrumentation Standards Foundation through its powers to nominate and elect the Directors and to amend these Bylaws.

ISF 5 Chairman

The Chairman shall be appointed by the Society President and approved by ISA's Executive Board on an annual basis. Subject to the direction and control of the Foundation Board of Directors, the Chairman shall be in charge of the business and affairs of the Foundation and shall see that the resolutions and directives of the Board of Directors are carried into effect except in those instances in which responsibility is assigned to some other person by the Board of Directors. In general, the Chairman shall discharge all duties incident to the office of Chairman and such other duties as may be prescribed by the Board of Directors.

ISF 6 Secretary-Treasurer

ISA's Executive Director, or persons designated him shall serve as Secretary-Treasurer of the Foundation. The Secretary-Treasurer or his designee shall attend all meetings of the Board of Directors and record all votes and the minutes. He shall give or cause to be given notice of all meetings of the Board of Directors for which notice may be required, and shall perform such other duties as may be prescribed by the Directors or by the Chairman under whose supervision he shall act. He shall execute all authorized conveyances, contracts, or other obligations in the name of the Foundation except as otherwise directed by ISA's Executive Board. He shall have custody of the funds and securities of the Foundation and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Foundation and shall deposit all monies and other valuable effects in the name and to the credit of the Foundation in such depositories as may be designated by the Directors. He shall disburse the funds of the Foundation as may be ordered by the Directors, taking proper vouchers for such disbursements, and shall render to the Chairman and Directors, at the regular meeting of the Directors, or whenever they may require it, an account of all his transactions as Treasurer of the financial condition of the Foundation.

ISF 7 Amendment to the Procedures

The ISF procedures may be amended, repealed, or superseded only by majority vote of ISA's Executive Board. Amendment of the procedures may be proposed to ISA's Executive Board by a two-thirds vote of the Foundations Board.

The Foundation is a subordinate of ISA and is subject to its authority. ISA's Executive Board has plenary power, by majority vote, to nullify or alter provisions of the Instrumentation Standards Foundation Bylaws or to nullify actions by the Foundation's Board of Directors if it determines that such provisions or actions are injurious to ISA or its subordinates.

ISF 8 Fiscal Year

The fiscal year of the Foundation shall be January 1 to December 31.

ISF 9 Records

The Foundation shall keep correct and complete books and records of income and expenditures. These records, as well as minutes and recorded actions of its Board shall be kept by the Secretary-Treasurer at the Foundation's designated office.

ISF 10 Termination

Upon the termination or dissolution of the Foundation, after paying or making provision for the payment of all liabilities of the Foundation, the remaining assets shall be distributed to an organization organized and operated exclusively for charitable, educational, or scientific purpose under Section 501(c)(3) of the Internal Revenue Code.

ISF 11 Limitation of Activities

Notwithstanding any other provision of these Bylaws, the Instrumentation Standards Foundation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Section 501(c)(3) and 170(c)(2) of the U.S. Internal Revenue Code and its regulations as they now exist or as they may be amended. Neither the Foundation nor its officers or members, shall engage in any attempt to influence the course of legislation, in any nation or any subdivision; engage in any political activities or campaign on behalf of any candidate for public office; or spend funds for any such activities or propaganda in any nation or subdivision on behalf of or as a representative of the Foundation, ISA, or any other organization funded by ISA.

8.0 PUBLICATIONS DEPARTMENT (PUB) **(Revised 10/2006)**

The Publications Department is responsible for recommending policy to the Board of Department Vice Presidents and Executive Board and for providing oversight of all publications activities of ISA and its subsidiary, ISA Services, Inc. (ISASI). Its publication activities 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 Board of Department Vice Presidents, the ISA Executive Board or the ISASI Board of Directors.

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, Committee Chairs and members for as long as possible. Committee appointees should be selected with long-term commitments in mind.

Monitors the quality and effectiveness of all ISA and ISASI publications and communication programs including *InTech*; *ISA Transactions*; *Directories*, symposium proceedings; conference preprints, abstracts and proceedings; books; handbooks; monographs; Software; videos; translations; Honors & Awards nominations; International Publications; and such other publications as may be authorized by the Board of Department Vice Presidents, Executive Board or ISASI Board.

Initiates and reviews all proposals involving new publication programs.

PUB 1 Publications Department Vice President

PUB 1.1 Objective

Stimulates the development and implementation of 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 instrumentation, systems, and automation.

PUB 1.2 Duties

PUB 1.2.1 Serves as a voting member of the Board of Department Vice Presidents and shares in the determination of Society plans and policies, oversees and recommends publication policy to the Board of Department Vice Presidents and Executive Board, and undertakes assignments from the Board of Department Vice Presidents, President and the Executive Board.

PUB 1.2.2 Supervises, provides oversight and advice for department plans, projects and ongoing activities, and reports the results to the Board of Department Vice Presidents and Executive Board. May establish an organizational structure to effectively attain these Department objectives. Nominates Directors for Board of Department Vice Presidents approval and establishes committees as needed to monitor, oversee and guide the various elements of the Publications Department's programs.

PUB 1.2.3 Recommends proposed publication programs to the Board of Department Vice Presidents and Executive Board as required.

PUB 1.2.4 Recommends candidates for the Excellence in Documentation Award to the Society's Honors & Awards Committee.

PUB 1.2.5 Establishes appropriate intra-and inter-society channels of communication and liaison contacts.

PUB 1.2.6 Serves as Chair of the ISASI Board of Directors.

PUB 1.2.7 Serves as a member of the Board of Department Vice Presidents.

PUB 1.2.8 In consultation with the Vice President-elect recommends a Department nominee to the Society Nominating Committee on a biannual basis.

PUB 1.2.9 Serves as a member of all Department Committees and Editorial Boards.

PUB 1.3 Organization & Administration

PUB 1.3.1 Serves two years in an elect capacity; serves two years as a voting member of the Board of Department Vice Presidents; and is not eligible for re-election.

PUB 1.3.2 Accountable, through the President, to the Board of Department Vice Presidents, Executive Board and Council of Society Delegates for the Department's proper performance of regular and assigned duties.

PUB 1.4 Identification of Candidates for Department Vice President (Added October 2002)

The Department uses the following procedure and criteria to determine the suitability of candidates and potential candidates for the position of Vice-President-Elect and Vice-President of the Publications Department.

1. The Nominating Committee of the Department shall put nominees forward to the Society Nominating Committee. The Publications Department is not required to put forward multiple nominees, although it may do so at its discretion.
2. The Nominating Committee of the Department shall consist of the Vice President, the Vice-President-Elect, and the Past-Vice-President of the Department, and other members as the Vice President shall direct.
3. The Nominating Committee of the Society, or any other entity may recommend candidate nominees to the Publications Department Nominating Committee. The Publications Department Nominating Committee will make formal report to the Chair of the Department Board Nominating Committee and the Chair of the Society Nominating Committee on each candidate nominee, including the nominee or nominees put forward by the Department.
4. It is strongly recommended that all candidates have the following:
 - A history of volunteer leadership activity above the Section level in ISA, including Director or Vice-President responsibilities or active participation in one or more Society committees.
 - A history of successful volunteer leadership in the Publications Department at the Director level.
 - Proven ability to maintain good and effective working relationships with both volunteers and staff.
 - A history of regular attendance at President's Meetings.
 - Willingness and ability to attend President's Meetings as a VP Elect and VP.

PUB 2 Publications Department Vice President-elect

PUB 2.1 Objective

Works closely with the Department Vice President to stimulate the development and implementation of a comprehensive program of Society publications and related information services that meet the needs of Society members and contributes to advancing the science and technology of instrumentation thus providing continuity of the Department's various initiatives.

PUB 2.2 Duties

PUB 2.2.1 Serves as a voting member of the Department and shares in the determination of Department plans and policies.

PUB 2.2.2 Establishes appropriate intra- and inter-society channels of communication and liaison contacts.

PUB 2.2.3 Serves as a member of the Society Strategic Planning Department.

PUB 2.2.4 Encouraged to participate in the committees and Boards that the Vice President participates to fully understand the issues in each area.

PUB 2.2.5 Undertakes special projects as directed by the Department Vice President.

PUB 2.2.6 Serves as a member of all Department Committees.

PUB 2.2.7 Serves as the Department representative on the Conference & Exhibit Technology Steering Team or appoints a delegate if they are unable to fulfill this duty themselves.

PUB 2.3 Organization & Administration

PUB 2.3.1 Serves two years in an elect capacity during which time continues to develop a better understanding of how the Department works with and relates to other parts of the Society.

PUB 3 Publications Department Past Vice President

PUB 3.1 Objectives

Works closely with the Department Vice President to provide mentorship, thus stimulating the development and implementation of a comprehensive program of Society publications and related information services that meet the needs of Society members and contributes to advancing the science and technology of instrumentation, measurement and control thus providing continuity of the Department's various initiatives.

PUB 3.2 Duties

PUB 3.2.1 Serves as a voting member of the Department and shares in the determination of Department plans and policies.

PUB 3.2.2 Undertakes special projects as directed by the Department Vice President.

PUB 3.2.3 Serves as a member of all Department Committees.

PUB 3.3 Organization & Administration

PUB 3.3.1 Serves two years in an this capacity during which time continues to provide mentorship and a better understanding of how the Department works with and relates to other parts of the Society.

PUB 4 Director Emeritus

PUB 4.1 Objectives

In recognition of the broad depth of knowledge this person has, works closely with the Department Vice President to provide mentorship and an historical perspective on issues confronting the Department. This position also insures continuity of the Department's various initiatives.

PUB 4.2 Duties

PUB 4.2.1 Serves as a voting member of the Department and shares in the determination of Department plans and policies.

PUB 4.2.2 Undertakes special projects as directed by the Department Vice President.

PUB 4.2.3 Serves as a member of all Department Committees.

PUB 4.3 Organization

PUB 4.3.1 This position is to be appointed from the ranks of Past Department Vice Presidents.

PUB 4.3.2 Appointed by the Department Vice President to a one year term and is eligible for reappointment.

PUB 5 Organization/Administration

The Committees and Boards of the Publications Department are:

- Journals Advisory and Oversight Committee
- Books and Reference Products Advisory and Oversight Committee
- Reviewed Publications Committee
- Directories Advisory and Oversight Committee
- Honors and Awards Committee
- International Development Committee
- InTech Editorial Advisory Board

PUB 5.1 Duties

Each Committee shall meet at least once each year and may meet more frequently at the Chair's discretion. The meeting agendas shall be prepared and approved by the Committee Chair.

PUB 5.1.1 A staff person shall serve as Secretary to the Committee.

PUB 5.1.1.1 Minutes of the meeting shall be recorded by the Secretary.

PUB 5.1.1.2 Minutes shall be distributed by the Secretary after being reviewed and approved by the meeting Chair.

PUB 5.1.1.3 All minutes and reports shall be considered confidential and distribution shall be at the discretion of the Chair of each committee.

PUB 5.1.1.4 The staff representative shall be a non-voting member of the Committee(s) which they support.

PUB 5.1.2 Files of minutes and reports shall be maintained by the Secretary of each committee.

PUB 5.1.3 Committees are encouraged to 'meet' on-line, holding discussions to assist in making decisions through electronic vote via the internet and other relevant computer network communication media.

PUB 5.1.4 Normal administrative expenses of each Committee such as postage, stationery, and other incidentals will be budgeted as expenses of the business activity supported by the committee.

PUB 5.1.5 Any member of any committee may be removed by the Vice President of Publications.

PUB 5.1.6 All Directors of the Publications Department are ex officio members of all Department Committees.

PUB 5.1.7 Committees shall be prepared to deliver reports, advice, and recommendations within 30 working days of request by the Chair.

PUB 5.1.8 All Publications Department Committees are responsible to and report to the Vice President of Publications, but actively work with ISA Staff in an oversight and advisory capacity.

PUB 5.1.9 Committee members shall be sought who have a background in business management and/or control or computer technology and bring to the position financial understanding of publishing.

PUB 5.1.10 Liaison members with other ISA Departments will be appointed to ensure continuing, effective communications.

PUB 5.1.11 The Chair of the InTech Editorial Advisory Board shall be a member of the Publications Department Board.

PUB 6 Publications Department Director

PUB 6.1 Objective

Monitors, oversees, and provides guidance for one or more elements of the Publications Department program in support of the Publications Department general objectives or provides liaison with other Society activities, departments or allies.

PUB 6.2 Duties

The following responsibilities may be discharged by the Director with the assistance of appointed individuals, or by a committee established for this purpose.

PUB 6.2.1 Provides liaison to other ISA departments or allies and others. Reports on the status of these activities to the Vice President and the Publications Department.

PUB 6.2.2 Analyzes both short and long term needs within the assigned area of purview. Develops plans and proposals, in conjunction with the ISA staff, for the introduction of new services and for the refinement of existing programs. Submits proposals to the Department Vice President for Department, Board of Department Vice Presidents, and Executive Board action as appropriate.

PUB 6.2.3 Makes specific assignments and schedules and calls meetings as needed. Maintains minutes and records that will provide continuity.

PUB 6.2.4 Maintains appropriate intra- and inter-society channels of communication and liaison.

PUB 6.2.5 Undertakes assignments from the Department Vice President.

PUB 6.3 Organization & Administration

PUB 6.3.1 *Each* Director is appointed by the Department Vice President with Board of Department Vice Presidents approval, and reports to the Department Vice President.

PUB 6.3.2 The appointment is for two Society years beginning on January 1, and shall be confirmed in writing. Directors are eligible for reappointment.

PUB 6.3.3 Copies of reports, minutes, letters of appointment and other business shall be sent to the Department Vice President and to the staff Director of Publications Services. Pertinent records are transferred to the succeeding Director.

PUB 6.3.4 Each Director shall submit an annual report of accomplishments, plans and suggestions to the Vice President by July 1.

PUB 6.3.5 News items on activities under Director's area of responsibility shall be submitted to the appropriate journals or newsletter editor with the approval of the Department Vice President.

PUB 6.3.6 Directors are eligible for reappointment.

PUB 6.3.7 All Committee Chairs shall serve as a Director of the Publications Department and shall have significant experience in the Publications Department.

PUB 7 Standing Committees

PUB 7.1 Books & Reference Products Advisory & Oversight Committee

PUB 7.1.1 Objectives

Advises the Vice President of Publications on editorial policies and publishing practices of ISA books and reference products that will meet or exceed member expectations; and advises on how well the books and reference products are meeting policies and performance goals that are approved by the Board of Department Vice Presidents or ISA Executive Board. ("Books and Reference Products" includes all books and software.

PUB 7.1.2 Responsibilities

PUB 7.1.2.1 Acts as a focal point within the Publications Department for all activities relating to books and reference products.

PUB 7.1.2.2 Provides overall policy direction for ISA's book and electronic product publishing activities, in response to expectations of our members and customers and to required standards of business performance. To fulfill this responsibility, the committee shall review all submissions of potential topics, identify topics of interest to the measurement and control community, and assist in recruiting potential authors or subject experts for identified topics or titles. (Modified by Board action October 1999.)

PUB 7.1.2.3 Maintains an orientation for ISA's book and electronic publishing activities which will support the policies and goals mandated by the Board of Department Vice Presidents or ISA Executive Board. (Modified by Board action October 1999.)

PUB 7.1.2.4 Identifies potential sources of books and reference products publications materials to the Vice President of Publications.

PUB 7.1.2.5 Acts as instructed by the Vice President of Publications in any other matter pertaining to books and reference products activities.

PUB 7.1.3 Organization

PUB 7.1.3.1 The Committee is a standing committee of the Publications Department.

PUB 7.1.3.2 The Committee is responsible to and reports to the Vice President of Publications, but actively works with ISA Staff in an oversight and advisory capacity.

PUB 7.1.3.3 The Committee members and the Chairs are appointed by the Vice President of Publications to serve two-year terms. The Chair shall serve as a Director of the Publications Department and shall have significant experience in the Publications Department and with its books and reference products publications.

PUB 7.2 Journals Advisory & Oversight Committee

PUB 7.2.1 Objectives

Advises the Vice President of Publications on editorial policies and publishing practices of ISA Journals that will meet or exceed member and customer expectations; and advises on how well the journals are meeting policies and performance goals that are approved by the Board of Department Vice Presidents or ISA Executive Board. (“Journals” includes all journals, magazines, tabloids, and other periodicals.)

PUB 7.2.2 Responsibilities

PUB 7.2.2.1 Acts as a focal point within the Publications Department for all activities relating to the journals.

PUB 7.2.2.2 Monitors and evaluates members’ expectations of ISA journals as the basis for recommending editorial and circulation policy, and standards of editorial excellence and business performance.

PUB 7.2.2.3 Monitors and evaluates the performance of ISA journals with respect to policies and goals approved by the Board of Department Vice Presidents or ISA Executive Board and advises the Vice President accordingly.

PUB 7.2.2.4 Identifies potential sources of journal publications materials to the Vice President of Publications.

PUB 7.2.2.5 Acts as instructed by the Vice President of Publications in any other matter pertaining to journals activities.

PUB 7.2.3 Organization

PUB 7.2.3.1 The Committee is a standing committee of the Publications Department.

PUB 7.2.3.2 The Committee is responsible to and reports to the Vice President of Publications, but actively works with ISA Staff in an oversight and advisory capacity.

PUB 7.2.3.3 The Committee members and the Chairs are appointed by the Vice President of Publications to serve two-year terms. The Chair shall serve as a Director of the Publications Department and shall have significant experience in the Publications Department and with its Journal Publications.

PUB 7.4 Directories Advisory & Oversight Committee

PUB 7.4.1 Duties

Advises the Vice President of Publications on programs that will meet department expectations’ advises on how well the Directories of ISA Publications Departments are meeting goals and objectives that are approved by the Board of Department Vice Presidents or ISA Executive Board.

PUB 7.4.2 Responsibilities

PUB 7.4.2.1 Acts as a focal point within the Publications Department for all Directories activities.

PUB 7.4.2.2 Monitors and evaluates members’ expectations of ISA Publications Department Directories activities.

PUB 7.4.3 Organization

PUB 7.4.3.1 The Committee is a standing committee of the Publications Department.

PUB 7.5 Honors & Awards Committee

PUB 7.5.1 Duties of the Chair

PUB 7.5.1.1 Duties include serving as Chair of the pre-judging committee for the Excellence in Documentation award; developing information in conjunction with ISA staff to verify the recipients of the Departmental Awards; and preparing nominations of the Publications Department for International Society Honors and Awards

PUB 7.5.1.2 Appoint a committee from the Director's geographic locality charged with judging all technical papers nominated for the Excellence in Documentation award, and selecting five (5) finalist papers that are transmitted to the Honors and Awards Committee. Judging to be described in PUBS 7.5.2

PUB 7.5.1.3 Director coordinates the Division Directors to encourage the nomination of outstanding papers, but also to reduce the total number of nominations to a reasonable level of one paper per Division.

PUB 7.5.1.4 Director coordinates with ISA staff to identify nominated papers from sources listed in PUB 7.5.2, and arranges to have copies of papers transmitted to Committee members so that each paper is judged by three (3) Committee Members.

PUB 7.5.1.5 Director coordinates the result of the judging, and develops a listing of the five strongest papers in the order of quality, as per PUB 7.5.2.

PUB 7.5.1.7 Should the recipient not be able to attend the reception to receive their Department award, the Director shall arrange to have the presentation made at a local Section meeting.

PUB 7.5.1.8 Director with agreement of the Publications Vice President, shall complete the nomination forms for International Honors and Awards for anyone deemed deserving in the Publications Department.

PUB 7.5.2 Society Awards

PUB 7.5.2.1 The following sources and documentation shall be considered as sources for Society Documentation Awards:

- The Honors & Awards Nomination Forms
- The Technical Paper Review Form
- Nominations of Division Directors, who are asked to select the outstanding paper produced by their Division during the preceding calendar year.

PUB 7.5.2.2 The five chosen papers are listed in order of their quality, and the listing is forwarded to the Publications Vice President for transmission to the Honors & Awards Committee where final award selection is made.

PUB 7.5.2.3 Director with agreement of the Publications Vice President, shall complete the nomination forms for International Honors and Awards for anyone deemed deserving in the Publication Department.

PUB 7.5.3 Excellence in Documentation Award

PUB 7.5.3.1 The Excellence in Documentation Award may be given annually at the Society Awards Banquet. The Award consists of a plaque and a \$1,000.00 honorarium. Any ISA technical paper publication with at least one author being an ISA member, which has not been professionally edited (e.g. *InTech* articles) and which was not written under contract (e.g. royalty agreement) is eligible for consideration.

PUB 7.5.3.1.1 The purpose of the paper must be well identified and documented. The subject must be examined with reference to other writings in the field. Figures must be clearly labeled and described. The author's conclusion, solution, and treatment of the subject must be fully addressed. The purpose, discourse, and treatment should be self-evident (easily discernible or definite or comprehensible) so that a qualified reader has no unanswered questions.

PUB 7.5.3.1.2 Any paper, in its original, unredacted form (without the benefit of professional editing for *InTech*, *ISA Transactions*), published by ISA in the preceding calendar year, is eligible for the Award (with the above exceptions). Also eligible are those papers from prior years, previously unrecognized that are determined to be of great significance.

PUB 7.5.3.1.3 Documents prepared with an employer's support and those for which a modest honorarium was paid are also eligible. Documents prepared for, and published by, other organizations are not eligible even if prepared by ISA members.

PUB 7.5.3.1.4 The purpose of the Award is to recognize and encourage clear, concise presentations of significant instrumentation and control information. Excellence in both organization and presentation of content and exposition are considered.

PUB 7.5.3.1.5 A wide range of formats and grammatical construction are acceptable as long as the document has the following elements in some form:

- Introduction - or abstract, or background
- References - the perspective of other writers in the field
- Organization - a logical sequence of concepts
- Headings and Subheadings - an indication of content
- Figures - clearly and simply drawn with adequate legends
- Equations - Standard symbols, which are identified
- Appendices - for derivations or detailed data

PUB 7.5.3.1.6 Technical accuracy is a basic requirement

PUB 7.5.4 Department Awards

PUB 7.5.4.1 These awards are presented each year at the Department sponsored author reception held in conjunction with the annual fall conference and exhibit.

PUB 7.5.4.2 Coordinate with ISA staff to have a suitably inscribed plaques made for Departmental Awards.

PUB 7.5.4.2 Ray Molloy award

This award is presented in honor of Mr. Ray 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. The award is presented to the author(s) of the best selling ISA book for the previous year.

PUB 7.5.4.2.1 Coordinate with ISA Staff to determine the best selling ISA book for the previous year.

PUB 7.5.4.3 John McCamey award (Revised October 2007)

This award is presented in honor of Mr. John McCamey, a member who served the Society for many years within the Publications Department as well as the Society as a whole. The award is presented to a promising young author(s) who publishes their first article in one of the Society's publications.

PUB 7.5.4.3.1 Coordinate with ISA Staff to determine the most promising young author who is either a student or graduate with less than 2 years industrial experience.

PUB 7.5.4.3.2 The main author must be a regular or student member of the Society.

PUB 7.5.4.3.3 Any article professionally edited will not be eligible.

PUB 7.5.4.4 Nels Tyring award

This award is presented in honor of Mr. Nels Tyring, a member who served the Society for many years, particularly as the Chair of the Journals Editorial Advisory and Oversight Committee. The award is presented to the author(s) of the best article in one of the Society's journals.

PUB 7.5.4.4.1 Judging will be based on the original manuscript as submitted to the Society.

PUB 7.5.4.4.2 Any article professionally edited prior to submission to ISA journals will not be eligible.

PUB 7.5.4.5 Keith Otto award

This award is presented in honor of Mr. Keith Otto, a member who served the Society for many years, particularly as the Chair of the InTech Editorial Advisory Board. The award is presented to the author(s) of the best article in InTech magazine.

PUB 7.5.4.5.1 Judging will be based on the original manuscript as submitted to the Society.

PUB 7.5.4.5.2 Any article professionally edited prior to submission to ISA journals will not be eligible.

PUB 7.5.4.6 The Thomas Fisher Award of Excellence for a Standards-Based Reference Publication

This award is presented in honor of Mr. 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 SP84, SP5.1, SP95, and driving force of ISA's SP88 batch control committee. The award is presented to the author(s) of the best new standards-based ISA book in the relevant year.

PUB 7.5.4.6 ISA Transactions Best Paper

This is an annual award to recognize the best paper published in *ISA Transactions*. The award will encourage authors, set an example of quality, and add visibility to *ISA Transactions*.

PUB 7.5.4.6.1 The award will be given annually at the ISA Publications Department ceremony held at the fall ISA Expo for the best paper in the previous calendar year.

PUB 7.5.4.6.2 The process starts in about May/June with the Editor-in-Chief soliciting nominations from the Editor-in-Chief and Associate Editors based on articles published in the issues for the prior year. In June the Editor-in-Chief (E-i-C) will use the Associate Editors (AE) and Editorial Advisory Board (EAB) Members to select the best paper from those nominated by the review process and published in the prior year. AEs, E-i-C, and EAB members will each rank their choice of the top five articles. The E-i-C will compile the data, which will reveal the winner. In the case of a tie, the combined AE and E-i-C rankings will act as the tie breaker. The target is to select the best paper winner by the end of July to provide time to prepare materials and notify authors for attendance at the ceremony.

PUB 7.5.4.6.3 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.

PUB 7.5.4.6.4 The Editor-in-Chief of *ISA Transactions* will inform the VP of the Publications Department of the winning paper title, citation, and author(s) names and complete contact information. The VP for Publications will inform the author(s), provide the award materials, and arrange for publicity.

PUB 7.5.4.6.5 Presently there is no honorarium for this award.

PUB 7.6 International Development Committee

PUB 7.6.1 Duties

Advises the Vice President of Publications on programs that will meet department expectations' regarding matters of International Development.

PUB 7.6.2 Responsibilities

PUB 7.6.2.1 Acts as a focal point within the Publications Department for all International activities.

PUB 7.6.2.2 Monitors and evaluates members' expectations of ISA Publications Department International activities.

PUB 7.6.3 Organization

PUB 7.6.3.1 The Committee is a standing committee of the Publications Department.

PUB 7.7 Reviewed Publications Committee

PUB 7.7.1 Objectives

Advises the Vice President of Publications on policies and publishing practices of ISA scholarly publications that will meet or exceed member and customer expectations; and advises on how well the scholarly publications are meeting policy and performance goals that are approved by the Board of Department Vice Presidents or ISA Executive Board ("scholarly products" includes all peer reviewed publications and conference proceedings).

PUB 7.7.2 Responsibilities

PUB 7.7.2.1 Take action to continuously improve the visibility and desirability of ISA Reviewed Publications to ensure its success as a business enterprise and its enhancement of ISA stature.

PUB 7.7.2.2 Understand the *ISA Transactions* and proceedings market niches and their needs.

PUB 7.7.2.3 Evolve *ISA Transaction* sand proceedings aim, scope, and style to meet identified niche needs.

PUB 7.7.3 Organization

PUB 7.7.3.1 The committee is a standing committee of the Publications Department.

PUB 8 Liaison Directors

PUB 8.1 Liaison members with other ISA Departments will be appointed to ensure continuing, effective communications.

PUB 8.1.1 Liaison Directors Duties include the representation of their Department's needs and concerns to the Publications Department.

PUB 8.1.2 These Directors shall be nominated by their respective Department Vice Presidents, Officers, or Committee Chairs for appointment by the Publications Department Vice President, except the Liaison Directors to the Finance Committee who shall be nominated by the Vice President of Publications to the Treasurer.

PUB 8.2 Liaison Director - S&P Department

PUB 8.2.1 Serve as liaison between the Publications Department and the Standards and Practices Department thus ensuring that issues of common interest to the two groups are properly communicated and resolved as required.

PUB 8.2.2 Serve as the focal point for review of books (and other materials) published by the Department for compliance with Standards and Practices Department issued standards. Assign others to assist in this effort as required.

PUB 8.3 Liaison Director - A&T

PUB 8.3.1 Serve as liaison between the Publications Department and the Automation and Technology Department thus ensuring that issues of common interest to the two groups are properly communicated and resolved as required.

PUB 8.4 Liaison Director - I&S Department

PUB 8.4.1 Serve as liaison between the Publications Department and the Industries and Sciences Department thus ensuring that issues of common interest to the two groups are properly communicated and resolved as required.

PUB 8.5 Liaison Director - Board of District Vice Presidents

PUB 8.5.1 Serve as liaison between the Publications Department and the Board of District Vice Presidents thus ensuring that issues of common interest to the two groups are properly communicated and resolved as required.

PUB 8.5.1 This position is normally filled by the representative of the District Vice Presidents who also serves on the ISASI Board.

PUB 8.6 Liaison Director - Strategic Planning Department

PUB 8.6.1 Serve as liaison between the Publications Department and the Strategic Planning Department thus ensuring that issues of common interest to the two groups are properly communicated and resolved as required.

PUB 8.6.2 This position is normally filled by the Publications Department Vice President-elect.

PUB 8.7 Liaison Director - Professional Development Department

PUB 8.7.1 Serve as liaison between the Publications Department and the Professional Development Department thus ensuring that issues of common interest to the two groups are properly communicated and resolved as required.

PUB 8.8 Liaison Director - Finance Committee

PUB 8.8.1 Serve as liaison between the Publications Department and the Finance Committee thus ensuring that issues of common interest to the two groups are properly communicated and resolved as required.

PUB 9 *InTech* Editorial Advisory Board

PUB 9.1 Duties

PUB 9.1.1 Meets regularly with the Publisher and editorial staff members designated by the Publisher. (Recommended: At least once annually at the Fall conference and preferably at one of the President's Spring / Summer or Winter (if applicable) Meeting.)

PUB 9.1.2 Undertakes studies and advisory projects which will benefit overall editorial planning.

PUB 9.1.3 Recommends topics, as well as potential authors, for special articles and surveys.

PUB 9.1.4 Keeps aware of other publications in order to evaluate stature and content of the Society's journal as compared to similar publications.

PUB 9.1.5 The Chair shall be a member of the Journals Advisory & Oversight Committee and the Publications Department Board.

PUB 9.1.6 Reviews the annual editorial calendar prior to general publication and distribution.

PUB 9.2 Organization & Administration

PUB 9.2.1 The *InTech* Editorial Advisory Board consists of six ??? members. Each Board member serves for three years, and the Vice President of the Publications Department appoints new Board members as required. Additionally, the Publisher, Vice President and Vice President-elect of the Publications Department serve as *ex-officio* members of the Board.

PUB 9.2.2 The Vice President of the Publications Department appoints a Board member as Chair to serve a two-year term commencing on November 1 with the approval of the Executive Board. The *InTech* Editorial Advisory Board or Chair of the Journals Advisory and Oversight Committee may recommend a Chair to the Vice President.

PUB 9.2.3 ISA staff members and consultants may attend Advisory Board meetings at the request of the Publisher.

PUB 9.2.4 An individual's knowledge, experience and ability to attend all regular and special meetings are prime considerations in the selection of committee members.

PUB 9.2.5 The Publisher, or their designee, schedules and convenes meetings with the approval of the Vice President of the Department.

PUB 9.2.6 The Publisher, or their designee, is responsible for recording minutes and distributing them to Board members. All minutes and reports are confidential. Files of minutes and/or reports are maintained by the Publisher or their designee.

PUB 10 Translations

The Society endeavors to arrange for translations of important instrumentation publications enhancing the general availability to the science and engineering community.

PUB 11 Papers Presented at ISA Meetings

PUB 11.1 Publication of Proceedings and Papers Presented at ISA Meetings The society encourages wide dissemination of ISA papers. Toward this end, the Society publishes proceedings that include Annual Conference and Division-programmed symposia papers that are submitted by a pre-established due date

PUB 11.1.1 The publication of all Proceedings emanating from ISA meetings and/or conferences approved by the Board of Department Vice Presidents or Executive Board will use the services of Headquarters in order for the Society to ensure uniform high production quality of its Proceedings; to centralize its information storage and dissemination resources; to ensure continuity of series acquisitions by libraries; to provide stability of planning, budgeting and production; and to achieve maximum promotional value for the Society's publications program. Any exception to this procedure requires written authorization by the Executive Director.

The Society assumes financial responsibility for these publications. Proceedings copyright is assigned to ISA. (Modified October 1999)

PUB 11.1.2 Authors of papers at ISA meetings must grant to ISA a royalty-free, unlimited right to publish the paper and presentation materials, including the right to sell these materials and publish them with an ISA copyright notice. Authors should avoid using the paper and presentation in a manner that directly competes with the technical conference so that ISA has a reasonable opportunity to recover its expenses. ISA allows the author(s) to retain copyright and use of the paper and presentation materials in exchange for rights granted above to ISA.

PUB 11.1.3 In any case, and at any time, other publications are urged to include up to 300-word abstracts or excerpts of ISA papers provided credits are given to the authors, the meeting, and the Society.

PUB 11.2 Policy Regarding Originality of ISA Meeting Papers

As the volume of technical literature continues to expand exponentially, a continuing objective of the Society is to maintain both high technical standards and originality of meeting papers to avoid proliferation of redundant literature. To formalize these objectives and provide guidelines as to what papers should be accepted for presentation, the following statement of Society policy applies:

PUB11.2.1 The author(s) of each paper intended for presentation at a Society-wide meeting must complete and sign ISA "Intent to Present an ISA Paper" Form This includes all authors in sessions that are programmed by other societies at the request of ISA. Society-wide meetings include ISA sponsored conferences, and symposia programmed by Divisions, Departments or Sections.

The "*Intent to Present*" Form requires the author to attest that neither the paper nor any substantial portion of it has appeared in a generally distributed publication, nor has it been presented at a national or international meeting.

PUB 11.2.2 Authors are encouraged to present their papers at Section, District, and Regional meetings before or after presentation at a larger gathering of the Society, so long as these papers will not appear in a nationally or internationally distributed publication as a result of these presentations.

PUB 11.2.3 Papers, once presented at a Society-wide meeting, are not acceptable for presentation at other Society-wide meetings unless the following conditions are satisfied:

- The paper is clearly identified, in the program and at the time of presentation, as a repeat presentation or as an update of an earlier paper containing new information.
- If the paper is presented in the Proceedings, it is either as an abstract with reference to the original publication, or the entire paper in an appendix to the Proceedings. In both cases, the paper should be clearly identified as originally presented at 'XXX' meeting. Additionally, program leaders should only repeat papers under the above circumstances when there is a substantially different audience than was present for the original presentation, and only if the repeated papers are appropriate to the new program scope.

PUB 11.2.4 A paper that has appeared in print in a generally available non-ISA publication should not be accepted for publication or presentation at a Society-wide meeting, even if copyright protection is waived by the copyright

holder. This rule, however, should not be construed to exclude papers that were originally published either as a thesis for an advanced degree, or as articles in a limited-distribution, internal house organ. It does exclude articles that have appeared in a generally available external house organ.

PUB 11.3 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. The Department recognizes the importance of the review process in its support of the Honors & Awards Committee by its review of technical papers and subsequent designation of ISA members/authors to be nominated for the annual “Excellence in Documentation Award.”

PUB 11.4 Trade names in ISA Papers

It is the intent of the ISA to utilize its forums and publications for a meaningful exchange of information related to instrumentation. Depending on the meeting or publication involved, the presentation content may cover an original investigation, state-of-the-art survey or tutorial information. However, commercialism is not acceptable. Accordingly, paper titles and abstracts may not contain company names, trademarks, tradenames, or other commercial references. Trade names and trademarks essential to the meaning of information being presented may appear in the body of the paper when properly footnoted.

9.0 PROFESSIONAL DEVELOPMENT DEPARTMENT (PDD) **(Revised 6/01)**

The Professional Development Department is responsible for policy and oversight of all educational and professional development activities of ISA. Its activities include, but are not limited to: instructor-led industry training courses, distance education programs including web based training, videotapes and CD-ROMs, certification programs, professional licensing/registration, supporting institutional accreditation, student member activities, the ISA Educational Foundation scholarship awards and other activities, volunteer leadership development training, and such other professional development activities of the Society as may be initiated upon approval of the ISA Executive Board.

PDD 1 Professional Development Department Vice President

PDD 1.1 Objective

Stimulates the development and implementation of 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 instrumentation, systems, and automation.

PDD 1.2 Duties

PDD 1.2.1 Serves as a voting member of the Board of Department Vice Presidents and possibly on the Executive Board and shares in the determination of Society plans and policies, oversees and recommends professional development policy to the Board, and undertakes assignments from the President and the Board of Department Vice Presidents.

PDD 1.2.2 Supervises, provides oversight and advice for department plans, projects and ongoing activities, and reports the results to the Executive Board and Board of Department Vice Presidents. May establish an organizational structure to effectively attain these Department objectives. Nominates Directors for Board of Department Vice Presidents approval and establishes committees as needed to monitor, oversee and guide the various elements of the Professional Development Department's programs.

PDD 1.2.3 Monitors the quality and effectiveness of all ISA Professional Development programs and recommends new professional development programs to the Board of Department Vice Presidents and Executive Board as required.

PDD 1.2.4 Recommends candidates for the Eckman Award to the Society's Honors & Awards Committee.

PDD 1.2.5 Establishes appropriate intra-and inter-society channels of communication and liaison contacts.

PDD 1.2.6 In consultation with the Vice President-elect, recommends a Department Vice President nominee to the Society Nominating Committee on a biannual basis.

PDD 1.2.7 Serves as a member, *ex-officio*, of all Department Committees and the Certification Board.

PDD 1.2.8 Accountable to the Board of Department Vice Presidents, Executive Board, and, through the President to the Council of Society Delegates for the Department's proper performance of regular and assigned duties.

PDD 1.3 Identification of Candidates for Department Vice President (Added October 2002)

The Department is obligated to submit at least one candidate for Department Vice President-elect to the appropriate Nominating Committee every other year. When possible, it is highly desirable for the Department to submit more than one candidate. The process for identification of the candidate(s) is as follows:

1. A subcommittee is selected to identify potential PDD Vice President candidates.

2. The subcommittee is made up of the current Vice President and appointees.
3. The subcommittee recommends candidates to PDD.
4. PDD votes to approve candidate(s) for recommendation to the Nominating Committee.

PDD 2 Professional Development Department Vice President-elect

PDD 2.1 Objective

Works closely with the Department Vice President to stimulate the development and implementation of Society professional development programs that meet the needs of the Society members and contribute to advancing the science and technology of instrumentation, systems, and automation.

PDD 2.2 Duties

PDD 2.2.1 Serves as a voting member of the Department and shares in the determination of Department plans and policies.

PDD 2.2.2 Establishes appropriate intra- and inter-society channels of communication and liaison contacts.

PDD 2.2.3 Serves as a member of the Society Strategic Planning Department

PDD 2.2.4 Encouraged to participate in the committees and Boards where the Vice President participates to fully understand the issues in each area.

PDD 2.2.5 Undertakes special projects as directed by the Department Vice President.

PDD 2.2.6 Serves two years in an elect capacity during which time continues to develop a better understanding of how the Department works with and relates to other parts of the Society.

PDD 2.2.7 Serves as the Department representative on the Conference & Exhibit Technology Steering Team or appoints a delegate if they are unable to fulfill this duty themselves.

PDD 3 Professional Development Department Past Vice President

PDD 3.1 Objective

Works closely with the Department Vice President to stimulate the development and implementation of Society professional development programs that meet the needs of the Society members and contribute to advancing the science and technology of instrumentation, systems, and automation.

PDD 3.2 Duties

PDD 3.2.1 Serves as a voting member of the Department and shares in the determination of Department plans and policies.

PDD 3.2.2 Undertakes special projects as directed by the Department Vice President.

PDD 3.2.3 Serves as a member of the Board of Department Vice Presidents Nominating Committee.

PDD 3.3 Organization & Administration

Serves two years in this capacity during which time continues to mentor department members.

PDD 4 Director Emeritus

PDD 4.1 Objective

Works closely with the Department Vice President to stimulate the development and implementation of Society professional development programs that meet the needs of the Society members and contribute to advancing the science and technology of instrumentation, systems, and automation.

PDD 4.2 Duties

PDD 4.2.1 Serves as a voting member of the Department and shares in the determination of Department plans and policies.

PDD 4.2.2 Undertakes special projects as directed by the Department Vice President.

PDD 4.3 Organization & Administration

PDD 4.3.1 This position is to be appointed from the ranks of Past Department Vice Presidents.

PDD 4.3.2 Appointed by the Department Vice President to a one-year term and is eligible for reappointment.

PDD 5 Professional Development Department Director

PDD 5.1 Objective

Monitors, oversees, and provides guidance for one or more elements of the Professional Development Department program in support of the Professional Development Department general objectives or provides liaison with other Society activities, departments or allies. Works closely with the Department Vice President to stimulate the development and implementation of a comprehensive professional development program that meets the needs of Society members and contributes to advancing the science and technology of instrumentation, systems, and automation.

PDD 5.2 Duties

PDD 5.2.1 Monitors and oversees the quality and effectiveness of one or more of the Professional Development Department programs. Reports on the status of these activities to the Department Vice President and the Professional Development Department.

PDD 5.2.2 Monitors and evaluates members' expectations of products or services within assigned area of responsibility as the basis for recommending policy, and standards of business performance. Analyzes both short- and long-term needs within the assigned area of responsibility. Develops plans and proposals, in conjunction with the ISA staff, for the introduction of new services and for the refinement of existing programs. Submits proposals to the Department Vice President for Department and Board of Department Vice Presidents action.

PDD 5.2.3 Makes specific assignments and schedules and calls meetings as needed. Maintains minutes and records that will provide continuity.

PDD 5.2.4 Maintains appropriate intra- and inter-society channels of communication and liaison.

PDD 5.2.5 Undertakes projects as directed by the Department Vice President.

PDD 5.3 Organization & Administration

PDD 5.3.1 The Director is appointed by the Department Vice President with the approval of the Board of Department Vice Presidents, and reports to the Department Vice President.

PDD 5.3.2 The appointment is for one Society year beginning 1 January. Directors are eligible for reappointment.

PDD 5.3.3 Copies of reports, minutes, letters of appointment and other business shall be sent to the Department Vice President and to the staff member assigned by the Executive Director to be the principle support to the Department. The staff support shall maintain files of minutes and reports.

PDD 5.3.4 The Director shall submit an annual report of accomplishments, plans and suggestions to the Vice President by 1 August.

PDD 5.3.5 Committee minutes are considered ISA Business Confidential and shall be distributed to Committee Members and other relevant staff and volunteer leaders after being reviewed and approved by the Director.

PDD 5.3.6 Committees should hold virtual meetings on-line when possible, holding discussions to assist in making decisions through electronic vote via the Internet and other relevant computer network communication media consistent with the requirements of law and Robert's Rules of Order when required.

PDD 5.3.7 ISA staff that provide support to each committee shall serve as non-voting members of the Committee.

PDD 5.4 The Department Vice President creates and disbands Committees and Boards of the Professional Development Department as necessary to fulfill the responsibilities of the Department. Typically, the following Directors, Committees, and Boards will exist:

PDD 5.4.1 Director, Registration; serves as liaison to NCEES in connection with state licensure of control systems engineers.

PDD 5.4.2 Director Honors and Awards; oversees the review of Eckman Award candidates providing recommended candidates to the Department Vice President to submit to the H&A Committee.

PDD 5.4.3 Director Communications; function fulfilled by Vice President-elect; responsible for overseeing Department programming at ISA conferences and for the Department newsletter.

PDD 5.4.4 Director shall be appointed to chair standing committees to oversee the following activities:

PDD 5.4.4.1 Director, Training Programs

PDD 5.4.4.2 Director, Institutional Programs

PDD 5.4.4.3 Director, Certification Board

PDD 5.4.4.4 Director, Leadership Development

PDD 5.4.4.5 Director, Student Scholarship Awards

PDD 5.4.4.6 Director, International Student Competition

PDD 5.4.4.7 Director, Council of Student Affairs

PDD 5.4.4.8 Director, University Consortium

PDD5.4.4.9 Director, Student Section Support

PDD 5.4.5 Liaison Directors shall be nominated by other Department Vice Presidents for appointment by the Professional Development Vice President to represent the following Department's needs and concerns:

PDD 5.4.5.1 Liaison Director, Publications Department

PDD 5.4.5.2 Liaison Director, S&P Department

PDD 5.4.5.3 Liaison Director, A&T Department

PDD 5.4.5.4 Liaison Director, I&S Department

PDD 5.4.5.5 Liaison Director, WEB Department

PDD 6 Standing Committees

PDD 6.1 Objective

Stimulates the development and implementation of specific programs of professional development that meets the needs of Society members and contributes to advancing the science and technology of instrumentation, systems, and automation.

PDD 6.2 Responsibilities

Acts as a focal point within the Professional Development Department for all activities relating to assigned area of responsibility.

PDD 6.3 Organization

PDD 6.3.1 Standing Committees are responsible to and report to the Vice President of Professional Development, but actively work with ISA Staff in an oversight and advisory capacity. Each standing committee is chaired by a Department Director. The Director shall be prepared to deliver reports, advice, and recommendations within 30 working days of request by the Chairman.

PDD 6.3.2 The Committee members and the Chairman are appointed by the Vice President of Professional Development to serve one-year terms. The Chairman shall serve as a Director of the Professional Development Department and shall have significant experience in the Professional Development Department and with its professional development programs.

PDD 6.3.3 Committee members shall be sought who have a background in business management and/or instrumentation, systems, and automation and who have an understanding of professional development principles. In addition, the following specific qualifications are required:

PDD 6.3.3.1 Does not serve as advisor, consultant, or employee of any competitive provider of professional development products or services.

PDD 6.3.3.2 Is aware of research and advancing developments in instrumentation, systems, and automation and applications technologies.

PDD 6.3.3.3 Members shall be sought to provide balanced representation of experience.

PDD 6.3.3.4 The member's willingness to attend all regular and specially scheduled meetings will be a consideration for selection.

PDD 6.4 Administration

PDD 6.4.1 Each Committee will meet at least one time each year and may meet more frequently at the Chairman's discretion. The meeting agendas shall be prepared and approved by the Committee Chairman and the Vice President of Professional Development. A staff person shall be designated by the Executive Director to serve as Secretary to the Committee. Minutes of meetings shall be recorded by the Secretary. All minutes and reports shall be considered ISA business confidential and distribution shall be at the discretion of the Chairman. Files of minutes and reports shall be maintained by the Secretary.

PDD 6.4.2 Normal administrative expense of the Committee – postage, stationery, and other incidentals – will be budgeted.

PDD 6.4.3 Members may be removed by the Vice President of Professional Development.

PDD7 Training Programs Committee

PDD 7.1 Objectives

Advises the Vice President of Professional Development on policies and practices of training programs delivered in classrooms and using various electronic or digital media that will meet or exceed member expectations; and advises on how well the training products and services are meeting policies and performance goals that are approved by the ISA Executive Board.

PDD 7.2 Duties

PDD 7.2.1 Develops and recommends to the Executive Board, through the Department Vice President, standards and policy statements in the area of training and educational program development.

PDD 7.2.2 Advises and serves as a resource to Society units, volunteer personnel and staff in carrying out responsibilities related to training and education development.

PDD 8 Institutional Programs Committee

PDD 8.1 Objectives

Advises the Vice President of Professional Development on policies and practices of ISA participation in ABET, establishing and maintaining model curricula, and educating students on career and educational opportunities that will meet or exceed member expectations; and advises on how well these programs are meeting policies and performance goals that are approved by the ISA Executive Board.

PDD 8.2 Duties

PDD 8.2.1 Develops and recommends to the Executive Board, through the Department Vice President, standards and policy statements in the area of institutional program development.

PDD 8.2.2 Advises and serves as a resource to Society units, volunteer personnel and staff in carrying out responsibilities related to institutional program development.

PDD 9 Certification Board

PDD 9.1 Objectives

PDD 9.1.1 Advises the Vice President of Professional Development on policies and practices of certification programs that will meet or exceed member expectations; and advises on how well the certification programs are meeting policies and performance goals that are approved by the ISA Executive Board.

PDD 9.1.2 To establish and promulgate requirements, standards and procedures, including the development and administration of written examinations and the initial and continued certification of qualified individuals;

PDD 9.1.3 To bestow public recognition on those individuals who fulfill the requirements for certification, as established by the ISA Certification Board;

PDD 9.1.4 To support reliance on ISA credentials by employers and regulatory bodies;

PDD 9.1.5 To promote practice of the certified specialist in accord with the ISA Code of Ethics;

PDD 9.1.6 To acquire, develop, disseminate and preserve data and other valuable information relative to the functions and activities of the ISA Certification Board.

PDD 9.2 Membership

PDD 9.2.1 Composition

The Certification Board consists of members from the following representative areas: one to three members from each certification program, depending on its size and scope (as defined in the Regulations); one member from the Industries & Science Department; one member from the Automation and Technology Department; two members from the Professional Development Department; and one member from the Executive Board. The Certification Board appoints one member to represent the public.

PDD 9.2.2 Appointment of Certification Program Representatives

Each certification committee selects its member(s) of the Certification Board.

PDD 9.2.3 Appointment of Department Representatives

The I&S, A&T and PD Department Vice-Presidents shall appoint the representative(s) of their respective departments to the Certification Board.

PDD 9.2.4 Appointment of Executive Board Member

The Executive Board appoints one of its members to the Certification Board. This member should be selected from a representative group other than departments mentioned in PDD 9.2.1.

PDD 9.2.5 Alternates

An alternate member of the Certification Board shall be named for each of the board members listed in Section 9.2.1, except for the public member. Alternate members will be selected as described in PDD 9.2.2, 9.2.3, and 9.2.4. Alternate members will receive meeting notices and may attend any Certification Board meeting, but are allowed to vote only in the absence of regular members.

PDD 9.2.6 Terms of Office

Each member of the Certification Board takes office at the conclusion of the annual fall meeting of ISA. Members are appointed for a single two-year term and may be appointed for up to two additional consecutive two-year terms.

PDD 9.2.7 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 PDD 9.2.2, 9.2.3 or 9.2.4 as appropriate.

PDD 9.2.8 Confidentiality and Conflicts of Interest

At the commencement of his or her term of office, each Member signs a statement agreeing that as a member he/she will not disclose any confidential information of the Certification Board. Each member further agrees to fully and promptly disclose to the Certification Board any existing or potential conflict of interest the member may have, of either a personal, professional, business, or financial nature. After full disclosure, the Certification Board determines whether or not the member is recused from voting on any matter involving the conflict. Breach of either the confidentiality or conflict of interest agreement constitutes good cause for a member's removal from office.

PDD 9.3 Authority and Responsibility of the Certification Board

PDD 9.3.1 Responsibilities

The Certification Board is responsible for the conduct of the ISA specialty certification program. Its functions include but are not be limited to defining specialty certification areas, establishing the initial eligibility and on-going certification requirements, approving test development specifications of specialty certification programs, approving the passing scores for specialty certification examinations using a criterion-referenced methodology, establishing procedures for appeals and disciplinary actions, recommending examination and other fee structures, recommending a budget for Certification Board operations, certifying that applicants have met the certification criteria, maintaining records of certified individuals and examination results, and establishing polices and procedures for the management of the Certification Board.

PDD 9.3.2 Authority

The Certification Board has the authority to implement the responsibilities described in Section 9.3.1 in a manner consistent with established ISA polices and procedures. The Certification Board, when necessary, may make recommendations to ISA on the use and selection of consultants or contractors.

PDD 9.3.3 Conduct of Operations

The Certification Board adopts policies and procedures that are in accordance with guidelines and standards applicable to certification agencies.

PDD 9.4 Meetings

PDD 9.4.1 Meetings

The annual business meeting of the Certification Board is held at the fall meeting of ISA at the time and date set by the Certification Board. The Certification Board may at any time schedule additional meetings, including telephone conference calls, to conduct its business.

PDD 9.4.2 Quorum

A quorum consists of a majority of members or their alternates.

PDD 9.4.3 Voting

PDD 9.4.3.1 Voting by proxy is not permitted.

PDD 9.4.3.2 Approval of Certification Board policies and procedures requires a majority vote of all members.

PDD 9.4.3.3 In addition to voting in person at a meeting, voting by mail or telephone is permitted.

PDD 9.4.4 Agenda

A member who wishes to place items on the agenda of any meeting of the Certification Board sends the items to the ISA staff member providing support to the ISA Certification Board or another individual designated by the Chair for receipt no later than 30 days before the meeting date.

PDD 9.4.5 Rules of Order

The rules of order in the current edition of Robert's Rules of Order governs the conduct of all Certification Board meetings.

PDD 9.5 Officers

The officers of the Certification Board are a Chair and Vice-Chair who are appointed from among the Certification Board members by the Professional Development Department Vice President. The Chair and Vice-Chair participate in all Certification Board discussions and vote. The Chair serves as a Director *ex-officio* of the Professional Development Department.

PDD 10 Leadership Development Committee

PDD 10.1 Objectives

The aim of the ISA Leadership Development Program is to offer to volunteer personnel a well planned cycle of continuous learning opportunities that will enable them to perform with competence and satisfaction their leadership roles within ISA. The program provides progressive levels of training and development in the concepts, skills, values and attitudes required for leadership effectiveness. It also prepares the volunteer leader for assuming increasing degrees of responsibility as he or she advances along leadership career paths in ISA. The program is designed to develop the leadership potential of volunteers by incorporating a flexible mix of group-directed and individualized learning activities, including workshops, conferences, tutorials and independent study, employing a variety of instructional methods and audio-visual resources.

A Code of Standard Leadership Practices was adopted by the Leadership Development Committee and approved by the ISA Executive Board in 1990. (See Executive Board MOP, Appendix I)

PDD 10.2 Duties

PDD 10.2.1 Develops and recommends to the Board of Department Vice Presidents and the Executive Board, through the Department Vice President, standards and policy statements in the area of leadership development.

PDD 10.2.2 Advises and serves as a resource to Society units, volunteer personnel and staff in carrying out responsibilities related to leadership development.

PDD 10.2.3 Develops and recommends to the Executive Board leadership development goals and activities for the Society.

PDD 10.2.4 Evaluates leadership development programs at all levels of the Society.

PDD 11 Council of Student Affairs (CSA)

PDD 11.1 Objectives

To provide oversight and direction to the committees authorized to carry out and execute the programs, services and activities sponsored by ISA for students and faculty related to the academic programs supporting the ISA mission. Further, to make 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.

PDD 11.2 Organization

The CSA consists of the chairs and vice chairs of the committees that comprise the Council: International Student Competition committee, Student Section Support Committee, and the Student Scholarship Activities Committee, plus a representative from the Board of District Vice Presidents and at-large members as needed and appointed by the CSA Chair. The CSA reports to the PDD.

PDD 11.3 Meetings

The CSA will meet at least once a year during a President's Meeting. It may however choose to meet at other times during the year, and through other means, such as email list or teleconference, as needed. The CSA will select a chair each year from among the committee chairs serving on it.

PDD 11.4 International Student Competition Committee

PDD 11.4.1 Purpose & Objectives

The purpose of this committee is to establish the International Student Competition as an integral part of ISA's Student Program, and to provide responsible oversight for guidelines, rules and procedures that provide structure and direction for the International Student Competition, to assure that the scope of the competition is international and to serve in the role of ombudsman for the competition.

PDD 11.4.2 Duties

PDD 11.4.2.1 To maintain the image of ISA, while creating an appropriate atmosphere for the competition.

PDD 11.4.2.2 To assure that material in the database for competition questions is current.

PDD 11.4.2.3 To serve as a resource for questions and concerns related to the competition.

PDD 11.4.2.4 To assure that the competition is funded.

PDD 11.4.2.5 To provide leadership to the Student Program Committee(s) of applicable Conference & Exhibit Host Committee(s), which are responsible for student activities at appropriate events.

11.4.3 Organization & Administration

11.4.3.1 The International Student Competition Committee is a standing committee of the Council of Student Affairs, which reports to the Professional Development Department. The Vice President for the Professional Development Department appoints a Chair for a one-year term. The Chairman may be re-appointed for one additional term. A Vice Chair is also appointed by the Vice President for the Professional Development and may also be re-appointed for a second term. The Vice President for the Professional Development Department shall also appoint the other members of the Committee for terms beginning concurrently with his or her term as Vice President.

11.4.3.2 In addition to the Chair, the Committee shall be composed of other appropriate ISA members who bring expertise, information, knowledge, and interest useful to a successful competition--i.e., those familiar with instrumentation curricula who can assist with maintenance of the questions database; technical experts to facilitate the skills portion of the competition; individuals with enthusiasm to motivate interest and participation; and those with vision to ensure continuation of the program.

11.4.3.3 Normally, those committee members residing in the District of the annual TECH/EXPO Event will serve on the Student Program Committee of the Host Committee. While serving on the Student Program Committee, they will provide leadership for facilitating the Competition.

PDD 11.5 Student Section Support Committee

PDD 11.5.1 Objectives

The purpose of this committee is to provide support and direction to ISA's student Sections ensuring that adequate benefits and services exist for students and that active faculty advisors are in place and are in contact with their ISA staff administrator. To facilitate the successful conduct of ISA's Student Sections, helping them with programming, member recruitment, and understanding the benefits and privileges available to them as ISA student members.

PDD 11.5.2 Duties

PDD 11.5.2.1 To assist Student Sections with programming, member recruitment, newsletter and website communications, and any other program or service which would enhance or add value to a student's ISA membership and academic pursuits.

PDD 11.5.2.2 To maintain the image of ISA by ensuring that all ISA student Sections are viable and active.

PDD 11.5.2.3 To recommend changes to improve support and service to ISA's student Sections.

PDD 11.5.2.4 To recommend to the Board of District Vice Presidents the chartering of student groups that meet the requirements for the establishment of a student Section, and de-chartering of perennially inactive student Sections or those no longer meeting the requirements for continuing as an ISA student Section.

PDD 11.6 Student Scholarship Activities Committee

PDD 11.6.1 Objectives

The purpose of this committee is to 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 scholarships are funded by the ISA Educational Foundation. The committee reviews scholarship applications and presents a list of nominees to the VP of Professional Development and the Executive Board for approval.

PDD 11.6.2 Duties

PDD 11.6.2.1 To establish expected criteria for the award of ISA scholarships.

PDD 11.6.2.2 Review scholarship applications according to the established guidelines and present nominees for approval of the ISA Executive Board.

PDD 12 University Consortium Board

PDD 12.1 Objectives

This Board works with qualifying universities that offer masters degree coursework via distance education, in an instrumentation, systems, and automation discipline. The Board's objective is to establish an awareness of such programs and encourage continued professional development of ISA members and others pursuing a career in instrumentation, systems, and automation.

PDD12.2 Duties

PDD 12.2.1 Develops criteria for acceptance of universities to the consortium and monitors compliance with established guidelines.

PDD12.2.2 Promotes the consortium university programs to ISA members and others.

PDD 12.3 Members

The Consortium Board is appointed by the Vice President of Professional Development and composed of the Director, two industry leaders, a member from the Professional Development Department and a member from the Publications Department. In addition each participating consortium university will appoint a liaison representative to the Consortium Board who will serve on the Board, ex-officio, as a non-voting Board member.

PDD 13 ISA Educational Foundation

PDD 13.1 Purpose

The purpose of the ISA Educational Foundation is to obtain, manage, and distribute scholarships and other education related awards to undergraduate and graduate students pursuing a degree in instrumentation, systems, and automation or a related discipline.

PDD 13.2 Governing Body

The governing body of the ISA Educational Foundation shall be the Educational Foundation Board, which shall manage all activities and affairs of the Foundation and exercise all its lawful powers. The number of Educational Foundation Board members shall be set annually at the discretion of the ISA Executive Board but shall be no fewer than a total of four. Board members shall serve terms of one year. The members of the Educational Foundation Board shall be nominated by the Board Chairman and approved by the ISA Executive Board. A Board member may resign by written notice to the Board Chairman. The resignation shall be effective upon its receipt by the Foundation or at a subsequent time specified in the notice of resignation. In the case of any vacancy on the Board, the Foundation Board Chairman, in consultation with the ISA President, may appoint an acting Board member to hold office until the next regular meeting of ISA's Executive Board.

Board members should have broad-based, executive-level experience in the field of instrumentation, systems, and automation in order to provide strong, farsighted direction to the Foundation and help ensure its objectives are met properly and its funds administered wisely.

PDD 13.3 Meetings

The annual meeting of the Educational Foundation Board will be held at the ISA Annual Conference and Exhibition. Regular and special meetings of the Educational Foundation Board may be called by the Chairman. A majority of the members then in office shall constitute a quorum for the transaction of business. Meetings of the Educational Foundation Board shall be presided over by the Chairman.

PDD 13.4 Government

ISA's Executive Board shall control the general policies of the ISA Educational Foundation through its powers to nominate and elect the Board members and to amend these governance policies.

PDD 13.5 Chairman

The Chairman shall be nominated by the Society President and approved by ISA's Executive Board on an annual basis and can serve consecutive terms. Subject to the direction and control of the Educational Foundation Board, the Chairman shall be in charge of the business and affairs of the Foundation and shall see that the resolutions and directives of the Board are carried into effect except in those instances in which responsibility is assigned to some other person by the Board. In general, the Chairman shall discharge all duties incident to the office of Chairman and such other duties as may be prescribed by the Board.

PDD 13.6 ISA Treasurer

The ISA Treasurer shall serve as an *ex-officio* member of the Educational Foundation Board and serve as Treasurer of the Educational Foundation. The ISA Treasurer shall have custody of the funds and securities of the Foundation and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Foundation and shall deposit all monies and other valuable effects in the name and to the credit of the Foundation in such depositories as may be designated by the Educational Foundation Board. He or she will disburse the funds of the Foundation, taking proper vouchers for such disbursements, and shall render to the Chairman and Educational Foundation Board, at the annual meeting of the Board, or whenever they may require it, an account of all his transactions as Treasurer of the financial condition of the Foundation.

PDD 13.7 Secretary

ISA's Director of Education Services, or any staff successor, will serve, *ex-officio*, as Secretary of the Foundation. The Secretary shall attend all meetings of the Board and record all votes and the minutes. The Secretary shall give or cause to be given notice of all meetings of the Board for which notice may be required, and shall perform such other duties as may be prescribed by the Board or by the Chairman.

PDD 13.8 Amendment to the Procedures

The ISA Educational Foundation procedures may be amended, repealed, or superseded only by majority vote of ISA's Executive Board. Amendment of the procedures may be proposed to ISA's Executive Board by a two-thirds vote of the Foundations Board.

The Foundation is a subordinate of ISA and is subject to its authority. ISA's Executive Board has plenary power, by majority vote, to nullify or alter provisions of the Educational Foundation Bylaws or to nullify actions by the Foundation's Board if it determines that such provisions or actions are injurious to ISA or its subordinates. The fiscal year of the Foundation shall be January 1 to December 31.

PDD 13.9 Records and Limitation of Activities

The Foundation shall keep correct and complete books and records of income and expenditures. These records, as well as minutes and recorded actions of its Board shall be kept by the Secretary at the Foundation's designated office.

Upon the termination or dissolution of the Foundation, after paying or making provision for the payment of all liabilities of the Foundation, the remaining assets shall be distributed to the Society, or if the Society no longer qualifies, than an organization organized and operated exclusively for charitable, educational, or scientific purposes under Section 501(c)(3) of the Internal Revenue Code that conducts a program of that is similar in mission to that of the Foundation, as determined by the ISA Executive Board.

The ISA Educational Foundation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Section 501(c)(3) and 170(c)(2) of the U.S. Internal Revenue Code and its regulations as they now exist or as they may be amended. Neither the Foundation nor its officers or members, shall engage in any attempt to influence the course of legislation, in any nation or any subdivision; engage in any political activities or campaign on behalf of any candidate for public office; or spend funds for any such activities or propaganda in any nation or subdivision on behalf of or as a representative of the Foundation, ISA, or any other organization funded by ISA.

PDD 14 Inter-Organizational Activity Expenses

PDD 14.1 Policy

It is ISA policy to assist in the travel expenses of Society members duly appointed or delegated to attend inter-organizational meetings within the scope of interest of the Professional Development Department and which serve to benefit the interests of the Department and the Society as a whole.

PDD 14.2 Travel Reimbursement

PDD 14.2.1 Individuals authorized as delegates or representatives to approved organizations, and who are ISA members may receive reimbursement for round trip (supersaver or other economy class) transportation between their airport and the location of the organization's meeting. As a maximum, only actual receipted ticket cost will be reimbursed. Pre-authorized reimbursement may also be provided for hotel room cost during the meeting consistent with, and limited to, the Department's approved annual meetings' budget and availability of such funds.

PDD 14.2.2 Appointed or designated liaison representatives shall be authorized to apply for reimbursement.

PDD 14.2.3 Normally, authorized representatives shall receive support for only one meeting per year. Specific exceptions are agreed to by the Department's Vice-President and Director of recommending committee or sub-committees.

PDD 14.2.4 Authorized representatives shall receive reimbursement only on receipt within 30 days of meeting close by the Department Vice President and Committee or Sub-Committee Director of a detailed report of the meeting. The report will include, but not be restricted to: evaluation of meeting's results; impact of meeting on activities of Department and the Society. Appropriate vouchers and receipts in support of claimed expenses shall be provided within 30 days of meeting close. Claims received after 30 days will be invalid and not considered.

PDD 14.2.5 Authorized representatives shall be able to receive reimbursement (consistent with the above) only to attend meetings 200 miles or more from their home.

PDD 14.2.6 Requests for expense reimbursement shall be made to the Department Vice President by the Committee or Sub-Committee Director at the President's Summer Meeting in the year preceding the year of expected travel. Requests will consist of the preliminary details of meeting (agenda, purpose of attendance) and estimated expenses.

PDD 14.3 Funding Meeting Attendance

Authorization of funds shall be consistent with the limits of the Department's approved meetings attendance budget and availability of funds.

PDD 14.3.1 Funding of inter-organizational meetings and functions shall be authorized only if liaison attendance serves the interests of the Society and the Professional Development Department.

PDD 14.3.2 Requests shall be reviewed and approved by the Professional Development Department Vice President and Committee or Sub-Committee Director. Expense vouchers and Travel Request Authorization Forms shall be provided to Committee and Sub-Committee Directors and the Department Vice President.

10.0 STRATEGIC PLANNING DEPARTMENT (SPL)

(revised 06/2002)

SPL 1 Department Objective

The Strategic Planning Department is the main Society resource for:

- Assuring that an effective, resource-efficient planning process is used to collect and integrate member and staff inputs,
- assuring that a meaningful and relevant strategic business plan exists, and
- assisting the Boards (Executive, Department, District) in assuring that the strategic business plan is implemented effectively.

SPL 2 Department Responsibilities

The Department accomplishes these objectives by:

- leading the periodic process of reviewing and revising as needed the overall Society vision, mission, and strategic goals;
- establishing the annual process and key milestones for developing the strategic business plan;
- coordinating the definition of environmental factors, assumptions, and consequences that guide the annual creation of the strategic business plans;
- assessing the relevance and completeness of the current strategic business plan and recommending revisions and additional initiatives to achieve the Society mission;
- facilitating the review of progress in meeting the objectives of the strategic business plan by appropriate governance bodies;
- identifying, and recommending to the appropriate governance body, opportunities for synergy between Society organizational units that will lead to the continued development and delivery of technical information of value to Members; and
- assessing the relevance of proposed new initiatives to accomplishing the Society mission.

SPL 3 Department Administration

SPL 3.1 Department Membership

The Strategic Planning Department membership is composed of:

- the Department Vice President, who serves as chair,
- the Department Vice President-elect,
- the immediate past Department Vice President,
- each Society Department Vice President-elect,
- at least two District Vice Presidents-elect, appointed by the Chair of the Board of District Vice Presidents,
- the President-elect Secretary, and
- one staff member assigned by the Executive Director to assist the committee.

The Department Vice President may appoint other Directors as needed to conduct the business of the Department.

The Board of Department Vice Presidents approves all such appointments.

SPL 3.2 Department Member Responsibilities

For the Department to be successful in fulfilling its objectives and responsibilities, each member of the Department must:

- be familiar with current literature and practices on effective strategic planning and deployment;
- be familiar with the details of the basic elements of the ISA strategic business plan – Vision, Mission, Values, Strategic Goals;
- understand the details of the strategic business plan objectives and tactics arising from the operational unit associated with member's governance unit and actively participate with staff in the development of those objectives;
- read and understand the strategic business plan objectives of all other major operating units;

- proactively identify, and communicate to relevant parties, opportunities to enhance synergy between operating units, and the scope and quality of technical information produced;
- understand and be prepared to offer constructive comment on all major new initiatives of the Society; and
- have an understanding of some part of the instrumentation, systems, and automation marketplace so that input to the environmental factors, assumptions, and consequences can be provided.

SPL 3.3 Department Meetings

The Department Vice President, or designate, serves as Chairman of all meetings of the Department. The Department normally meets at each ISA President's Meeting. The Department Vice President may call additional meetings of the department or portions of the department at other times, at his/her discretion. Additionally, committees or subcommittees for various activities may meet at the discretion of the Department Vice President.

SPL 3.4 Department Voting

Any votes taken by the Department to constitute final approval require a quorum of one-half of the voting Department members. Mail, email, or fax ballots may be used if a quorum is not present at a meeting at which final approval is needed. The staff member is a non-voting member.

SPL 3.5 Identification of Candidates for Department Vice President (Added October 2002)

The Department is obligated to submit at least one candidate for Department Vice President-elect to the appropriate Nominating Committee every other year. When possible, it is highly desirable for the Department to submit more than one candidate. The process for identification of the candidate(s) is as follows:

1. Department Vice President confirms the experience and expertise that is desirable in Vice President candidates, including:
 - a. basic requirements set forth by Nominating Committee guidelines
 - b. relevant experience with the responsibilities of the Department and members of the Department
2. Department Vice President solicits candidate names from all members of the Department and other Members who are familiar with the scope of responsibility of the Department.
3. Department Vice President, Vice President-elect, and immediate past Vice President consult and review candidates
 - a. Department Vice President submits at least one, and preferably two, candidates to the appropriate Nominating Committee.

SPL 4 Committees

SPL 4.1 Standing Committees

The Department has the following standing committees:

- Planning Process Committee
- Evaluation Committee
- Technical Information Synergy Committee
- Research and Development Outreach Committee
- New Venture Investment Committee

Standing Committees have at least one member of the Department serving on the Committee, but may have other ISA Members that also serve on the Committee.

SPL 4.2 Ad Hoc Committees

The Department Vice President may create committees as needed to accomplish specific tasks over a prescribed lifetime for the committee. These ad hoc committees include members of the Department, but may also include other people recruited to assist in the task of the ad hoc committee.

SPL 5 Planning Process Committee

SPL 5.1 Planning Process Committee Objective and Responsibility

This committee is charged with the responsibility to:

- manage the process of annual strategic business planning, including setting the milestones for action,
- coordinate the development of the environmental factors, assumptions, and consequences that are used by operating units in preparing objectives and tactics, and
- review the viability of the current basic strategic plan elements (vision, mission, strategic goals, and values) at least once a year and make recommendations to the Executive Board for adjustments as necessary.

SPL 5.2 Planning Process Committee Membership

This committee membership is composed of:

- Department Vice President, who serves as Chair,
- Department Vice President-elect,
- immediate past Department vice President, and
- one staff member (non-voting) assigned by the Executive Director to assist the committee.

SPL 5.3 Planning Process Committee Procedures

This committee works closely with other organizational units of the Society in defining and managing the process of strategic business planning, including the Executive Committee, three Boards, and the Finance Committee.

Typically, staff will provide drafts of processes, timelines, planning materials, and critiques for the committee to review. A summary of ISA's typical strategic planning process is included in Appendix A.

SPL 6 Evaluation Committee

SPL 6.1 Evaluation Committee Objective and Responsibility

This committee is charged with the responsibility to:

- assessing the relevance and completeness of the current strategic business plan and recommending revisions and additional initiatives to achieve the Society mission;
- assessing progress in meeting the objectives of the strategic business plan and recommending actions to appropriate governance bodies; and
- assessing the relevance of proposed new initiatives to accomplishing the Society mission.

SPL 6.2 Evaluation Committee Membership

The committee membership is composed of:

- Department Vice President-elect, who serves as chair,
- all members of the Department, and
- one staff member (non-voting) assigned by the Executive Director to assist the committee.

SPL 6.3 Evaluation Committee Procedures

1. The committee reviews the draft strategic business plans developed each year, and offers suggestions to the governance groups on revisions and additions that any committee member believes will enhance the relevance of the plans in meeting the Society mission.
2. The committee facilitates a quarterly status review by appropriate governance bodies of accomplishments for the current year objectives. Staff prepares the status report. Committee members offer comment to the appropriate governance groups on suggestions for clarification or opportunities for greater synergy between operating units.
3. The committee reviews proposals for new initiatives that represent a "significant" new activity. The committee exercises its judgment on what it deems significant, but typically reviews will occur of all New Venture projects and other proposals that have strategic or financial consequence.
 - a. The committee collaborates with the New Venture Investment Committee and the Finance Committee to maintain an evaluation form that provides an objective basis for assessment.
 - b. The evaluation form is reviewed annually and the currently used form is found in the minutes of the Fall meeting of the Department.

SPL 7 Technical Information Synergy Committee

SPL 7.1 Technical Information Synergy Committee Objective and Responsibility

This committee is charged with the responsibility to:

- facilitate communications on products and services developed in multiple Departments in a coordinated way,
- identify opportunities to develop related products and services that address technical information, education, and networking needs of Members and i.s.&a. professionals and practitioners, and
- identify how these products and services will be financially self-supporting

This committee serves as a focal point for broad-based initiatives designed to enhance the scope of technical information disseminated by the Society and the attendant enhanced value to Members of their ISA membership. The committee does not replicate the work of other governance groups charged with direct oversight of specific programs and services. Rather, it provides a coordinating point through which cross-functional synergies can be achieved and through which an independent assessment of existing programs and services can be conducted as desired by other governance groups.

SPL 7.2 Technical Information Synergy Committee Membership

The committee membership is composed of:

- chair appointed by Department Vice President,
- three members of the Board of Department Vice Presidents, nominated by the Chair of the Board of Department Vice Presidents,
- three members of the Board of District Vice Presidents, nominated by the Chair of the Board of District Vice Presidents,
- up to three at-large members appointed by the Department Vice President-elect, and
- one staff member (non-voting) assigned by the Executive Director to assist the committee.

SPL 7.3 Technical Information Synergy Committee Procedures

1. Due to the cross-functional nature of this committee's work, every effort will be made to engage a wide cross section of Member and non-member inputs into the committee's deliberations. This particularly includes members of Departments that develop and disseminate technical information products and services, who are encouraged to contribute input to the committee.
2. While the committee is advisory in nature, it should still make every effort to assess the financial implications of its recommendations, including estimating costs and potential revenues associated with any new programs or services it recommends, or alteration of existing programs and services it suggests. As such, close collaboration with ISA staff is important.
3. The committee will report its findings and recommendations through the Strategic Planning Department to the Board of Department Vice Presidents for further deliberation and validation against business plans and Society strategy. This consideration by the Board shall be done in concert with staff management to assure effective consideration of existing business plans and budgets.

SPL 8 Research and Development Outreach Committee

SPL 8.1 Research and Development Outreach Committee Objective and Responsibility

This committee is charged with the responsibility to gather information and expertise to:

- reach out to the research and development community to grow ISA's activities for this group, and
- keep the Society abreast of new technology that will impact our members and industries.

SPL 8.2 Research and Development Outreach Committee Membership

The committee membership is composed of:

- a chair - typically a professional from the research and development community - appointed by the Department Vice President,
- at least six members – representing a cross-section of Society Members who are familiar with the needs of the research and development community - appointed by the committee chair,
- at least one member of the Strategic Planning Department, appointed by the Department Vice President, and
- one staff member (non-voting) assigned by the Executive Director to assist the committee.

SPL 8.3 Research and Development Outreach Committee Procedures

1. Due to the cross-functional nature of this committee's work, every effort will be made to engage a wide cross section of Member and non-member inputs into the committee's deliberations. This particularly includes members of Departments that develop and disseminate products and services of value to the research and development community, who are encouraged to contribute input to the committee.
2. While the committee is advisory in nature, it should still make every effort to assess the financial implications of its recommendations, including estimating costs and potential revenues associated with any new programs or services it recommends, or alteration of existing programs and services it suggests. As such, close collaboration with ISA staff is important.
3. The committee will report its findings and recommendations through the Strategic Planning Department to the Board of Department Vice Presidents for further deliberation and validation against business plans and Society strategy. This consideration by the Board shall be done in concert with staff management to assure effective consideration of existing business plans and budgets.

SPL 9 New Venture Investment Committee (Revised October 2004)

SPL 9.1 New Venture Investment Committee Objective and Responsibility

The main function of the Committee is to review, prioritize, and recommend, and/or approve action on all New Venture Investment Projects. The Committee approves projects that fall within the parameters defined in this MOP. The Committee also manages the New Venture Investment budget as authorized by the Executive Board and the MOP formula described in TRE 5.

SPL 9.2 New Venture Investment Committee Membership

SPL 9.2.1 Committee Composition

The committee membership is composed of:

- Strategic Planning Department Vice President, who serves as chair
- Society President
- Society Treasurer
- One person appointed by the Finance Committee who is not a member of the ISA Executive Committee and has the desired characteristics of Committee members (see SPL 9.2.3).
- One person appointed by the Strategic Planning Department who is not a member of the ISA Executive Committee and has the desired characteristics of Committee members (see SPL 9.2.3).
- A Former President appointed by the Executive Committee having the desired characteristics of Committee members (see SPL 9.2.3).
- Society Executive Director (Non-Voting)

SPL 9.2.2 Committee Member Responsibilities

The primary responsibilities of Committee members include:

1. Aggressively support initiatives to grow the size and/or significance of the Society
2. Advocate Society growth, subverting personal and group interests to the whole
3. Exercise due diligence in evaluating NVI proposals for approval
4. Understand and accept the fiduciary responsibility for NVI investments
5. Effectively communicate NVIC positions to the Executive Board, the petitioner and other Society leaders
6. Make decisions based on knowledge, analysis and sound business judgment
7. Possess the courage to deny requests and/or to terminate under-performing investments

SPL 9.2.3 Committee Member Characteristics

To fulfill the Committee responsibilities, it is desired that Committee members have the following characteristics:

1. Understand and support Society direction, activities and culture
2. Possess broad-based automation industry knowledge

3. Unbiased, no vested interest, strong interpersonal skills
4. Possess strong analytical skills and business acumen
5. Experienced in making business decisions
6. Recognized by Society peers for integrity and objectivity

SPL 9.2.4 Appointed Member Terms

Appointed members on the Committee serve two year terms and are eligible for reappointment once. Appointments are made on the following schedule:

- Executive Committee appointment is made in odd years (coincident with the timing of the Strategic Planning Department appointment)
- Strategic Planning Department appointment is made in odd years (the 2nd year of the VP's term)
- Finance Committee appointment is made in even years (the 2nd year of the Treasurer's term)

SPL 9.2.5 Committee Member Financial Support

Ex officio members have financial support to attend Committee meetings as a result of their ISA officer positions. Appointed members are eligible to receive reimbursement of up to \$1,000 for each Committee meeting attended provided they do not have other funding resources from within ISA or elsewhere.

SPL 9.3 New Venture Investment Committee Procedures

Definition - "New ventures" as discussed in this procedure are projects or programs that:

- are not part of an ongoing activity,
- are thought to be worthwhile pursuing to fulfill the objectives of the Society,
- have a funding requirement in excess of \$25,000, and
- are normally funded under Section TRE 5 of the MOP.

Ordinarily, these activities will be identified and brought into the Society's regular strategic and annual business planning process. Some ideas and opportunities, however, may arise that need a response during the course of a business year. Since it is important that the Society be nimble in its response to changing conditions and opportunities while also maintaining sound financial controls, a review and approval process must deal with two types of New Ventures: "In-plan" and "Out-of-plan".

- "In-plan" New Ventures are those that are developed and brought forward for review and approval as part of the normal annual business planning cycle.
- "Out-of-plan" New Ventures are those that occur after Executive Board adoption of the current year's Annual Business Plan, yet need consideration before adoption of the next-year's plan.

New and Annual Renewal proposals will be submitted 30 days prior to the NVI Committee meeting date.

Process metrics - The process must recognize and satisfy the following attributes:

- responsive
- flexible
- fiscally responsible
- integrates with normal strategic planning process
- be consistent with all Society processes and governance

New Venture Investment Proposal Review Parameters - Except as noted, these parameters apply to both "In-plan" and "Out-of-plan" New Ventures.

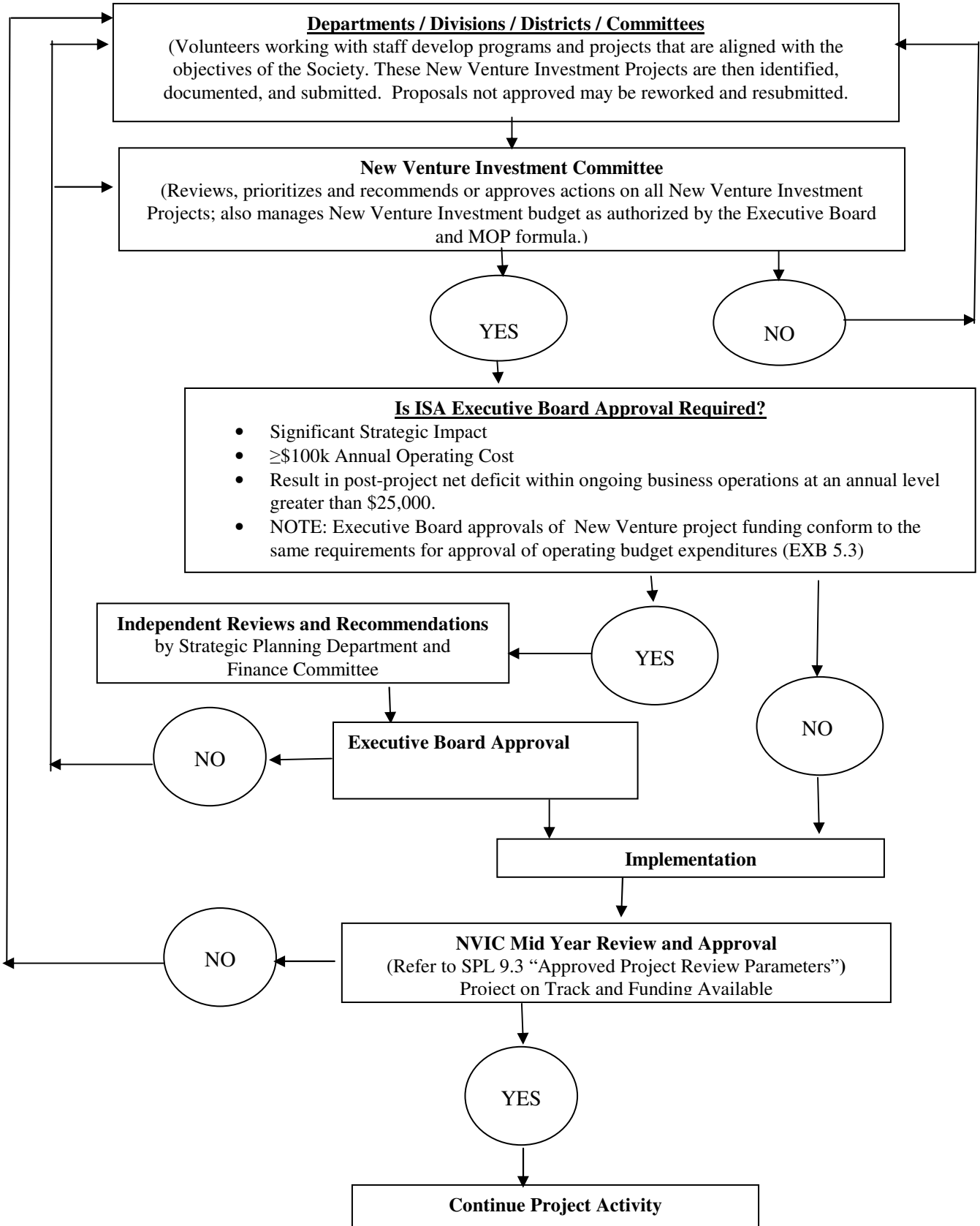
1. New Venture Investment requests can be initiated by any element of the Society and/or staff.
2. The New Venture Investment Committee serves to review and prioritize New Ventures and to recommend or authorize action, and to monitor and audit projects in progress.
3. All New Ventures require appropriate description, definition and diligence in a written proposal, and will follow the review and approval process on the attached diagram (SPL Appendix B).
4. Projects are funded annually in one year increments. Proposals for projects anticipated to require funding over multiple years should indicate this fact in the original proposal. The Committee will review progress on projects each year and determine suitability for continued funding in the next year.

5. All New Ventures that fall into one or more of the following categories require independent assessments and recommendations by the Finance Committee and Strategic Planning Department, and approval by the Executive Board:
 - Have significant strategic impact (e.g., start a new trade show, acquire a magazine)
 - Cost more than \$100,000 in any year of the New Venture project
 - Result in post-project net deficit within ongoing business operations at an annual level greater than \$25,000
 - NOTE: Executive Board approvals of New Venture project funding conform to the same requirements for approval of operating budget expenditures (EXB 5.3)
6. “Out-of-plan” New Ventures also require a written justification for accelerated responsiveness (versus the normal planning review and approval process) and consequences of delay in approval must be clearly documented. The New Venture Investment Committee may only approve proposals for these activities if sufficient funds are available as described by the formula outlined in TRE 5.4.
7. For each approved proposal, financial reporting shall include actuals against a control budget in the monthly financial statements.
8. Annual funding for all New Ventures is limited to that amount stipulated in MOP TRE 5. These New Venture funds are to be used only for the strategic benefit of the Society. The New Venture Investment Committee is under no obligation to invest all available funds. Prioritization to determine which New Ventures will receive funding is the responsibility of the New Venture Investment Committee which will use its judgment and the following criteria in making its determinations:
 - fit with Society mission and goals
 - value to the Society, its members, its customers and other constituencies
 - number of members and other customers impacted
 - risk
 - future financial impact

Approved Project Review Parameters – The NVI committee has an ongoing responsibility to monitor the performance of each active NVI project during the year to verify projects are meeting their intended performance measures and metrics. All projects need to be evaluated individually and finally as part of overall budget allocating Society resources and funding for maximum benefit to the society.

1. No less than twice per year, the NVI committee agenda will include time for the review of active projects previously approved.
2. The Staff representative for each approved NVI project will prepare a written project status report including financial performance to date, performance against non-financial milestones, and any deviations on future expectations from originally approved plan.
3. The project status report will be submitted to the NVI Committee, Strategic Planning Department and Finance Committee,, 30 days before the next meeting of the NVI Committee.
4. Based on the current economic and environmental conditions The NVI committee will re-evaluate their ongoing support for each project, recommend termination, or request an immediate action on a project that falls significantly short of performance milestones.

SPL Appendix B - Process Outline for New and Annual Renewal of New Venture Investment Programs



WEB ACTIVITIES DEPARTMENT (WEB)

(Created 01/01)

The Web Activities Department is responsible for recommending to the Executive Board or Board of Department Vice Presidents policy relating to, and providing oversight or coordination of, all Web activities of ISA and its subsidiary, ISA Services, Inc. (ISASI). This includes:

- providing coordination and advisory functions for the entirety of ISA's web activities to assure an effective and integrated ISA presence on the Internet,
- providing oversight and policy direction for products and services that are developed as web-exclusive features, and
- reviewing all proposals involving new or substantially modified web activities for compliance with established policies, resource allocations, and coordination with other projects and systems, and reporting review results to Strategic Planning, Finance, and New Venture Investment Committees.

These responsibilities are fulfilled in coordination with other ISA operating entities that use the web to enhance and extend their products and services. The Department serves as a coordinating and advisory entity that facilitates the web-related activities of other ISA entities. The Department also initiates new web activities and provides oversight for these activities that represent web-exclusive products and services. The Department monitors the overall quality and effectiveness of all Society web activities providing recommendations for continuous improvement, and policy standards where appropriate to achieve an integrated web presence.

Due to the specialized nature of the Web Activities Department's work and the importance that it has to the full spectrum of Society activities, 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.

TRANSITION CLAUSE

Until the Department is represented by a duly elected sitting Vice President, all functions assigned to the Vice President shall be performed by a Temporary Chair appointed by the Board of Department Vice Presidents. This chair shall sit as a non-voting member of the Board of Department Vice Presidents, but shall not sit on the Executive Board. Similarly the functions assigned to the Vice President Elect shall be performed by a Temporary Chair Elect. Upon the regular election and taking office of the first Department Vice President, this clause shall be stricken from the MOP

WEB 1 Web Activities Department Vice President

WEB 1.1 Objective

Stimulates the development and implementation of a comprehensive program of Society Web Activities and related information services that meet the needs of Society units and members and contribute to advancing the science and technology of instrumentation, systems, and automation.

WEB 1.2 Duties

WEB 1.2.1 Serves as a voting member of the Board of Department Vice Presidents and shares in the determination of Society plans and policies, oversees and recommends Web Activities policy to the Board, and undertakes assignments from the President and the Board of Department Vice Presidents.

WEB 1.2.2 Supervises, provides oversight and advice for department plans, projects and ongoing activities, and reports the results to the Executive Board and Board of Department Vice Presidents. May establish an organizational

structure to effectively attain these Department objectives. Nominates Directors for Board of Department Vice Presidents approval and establishes committees as needed to monitor, oversee and guide the various elements of the Web Activities Department's programs.

WEB 1.2.3 Recommends proposed Web Activities programs to the Board of Department Vice Presidents and Executive Board as required.

WEB 1.2.4 Establishes appropriate intra-and inter-society channels of communication and liaison contacts.

WEB 1.2.5 Serves as a member of the ISASI Board of Directors.

WEB 1.2.6 Serves as a member of the Board of Department Vice Presidents.

WEB 1.2.7 In consultation with the Vice President-elect recommends a Department nominee to the Society Nominating Committee on a biannual basis.

WEB 1.2.8 Serves as a member of all Department Committees and Editorial Boards.

WEB 1.3 Organization & Administration

WEB 1.3.1 Serves two years in an elect capacity; serves two years as Department Vice President and a voting member of the Board of Department Vice Presidents; and is not eligible for re-election.

WEB 1.3.2 Accountable to the Board of Department Vice Presidents Executive Board, and, through the President, to the Council of Society Delegates for the Department's proper performance of regular and assigned duties.

Web 1.4 Identification of Candidates for Department Vice President (Added October 2002)

The Department uses the following procedure and criteria to determine the suitability of candidates and potential candidates for the position of Vice-President-Elect and Vice-President of the Web Department.

1. The Nominating Committee of the Department shall put nominees forward to the Society Nominating Committee. The Web Department is not required to put forward multiple nominees, although it may do so at its discretion.
2. The Nominating Committee of the Department shall consist of the Vice President, the Vice-President-Elect, and the Past-Vice-President of the Department, and other members as the Vice President shall direct.
3. The Nominating Committee of the Society, or any other entity may recommend candidate nominees to the Web Department Nominating Committee. The Web Department Nominating Committee will make formal report to the Chair of the Department Board Nominating Committee and the Chair of the Society Nominating Committee on each candidate nominee, including the nominee or nominees put forward by the Department.
4. It is strongly recommended that all candidates have the following:
 - (a) Familiarity with the current state and potential of web technology as a tool for advancing the mission of a professional association.
 - (b) A history of volunteer leadership activity above the Section level in ISA, including Director or Vice-President responsibilities or active participation in one or more Society committees.
 - (c) A history of successful volunteer leadership in the Web Department at the Director level.
 - (d) Proven ability to maintain good and effective working relationships with both volunteers and staff.
 - (e) A history of regular attendance at President's Meetings.
 - (f) Willingness and ability to attend President's Meetings as a VP Elect and VP.

WEB 2 Web Activities Department Vice President-elect

WEB 2.1 Objective

Works closely with the Department Vice President to stimulate the development and implementation of a comprehensive program of Society Web Activities and related information services that meet the needs of Society units and members and contributes to advancing the science and technology of instrumentation thus providing continuity of the Department's various initiatives

WEB 2.2 Duties

WEB 2.2.1 Serves as a voting member of the Department and shares in the determination of Department plans and policies

WEB 2.2.2 Establishes appropriate intra- and inter-society channels of communication and liaison contacts.

WEB 2.2.3 Serves as a member of the Society Strategic Planning Department

WEB 2.2.4 Encouraged to participate in the committees and Boards where the Vice President participates to fully understand the issues in each area.

WEB 2.2.5 Undertakes special projects as directed by the Department Vice President.

WEB 2.2.6 Serves as a member of all Department Committees.

WEB 2.2.7 Serves as the Department representative on the Conference & Exhibit Technology Steering Team or appoints a delegate if they are unable to fulfill this duty themselves.

WEB 2.3 Organization & Administration

WEB 2.3.1 Serves two years in an elect capacity during which time continues to develop a better understanding of how the Department works with and relates to other parts of the Society.

WEB 3 WEB Activities Department Past Vice President

WEB 3.1 Objectives

Works closely with the Department Vice President to mentor department members, thus stimulating the development and implementation of a comprehensive program of Society Web and related information services that meet the needs of Society units and members and contributes to advancing the science and technology of instrumentation, systems, and automation thus providing continuity of the Department's various initiatives.

WEB 3.2 Duties

WEB 3.2.1 Serves as a voting member of the Department and shares in the determination of Department plans and policies.

WEB 3.2.2 Undertakes special projects as directed by the Department Vice President.

WEB 3.2.3 Serves as a member of all Department Committees.

WEB 3.2.4 Serves as a member of the Board of Department Vice Presidents Nominating Committee.

WEB 3.3 Organization & Administration

WEB 3.3.1 Serves two years in this capacity during which time continues to mentor department members and a better understanding of how the Department works with and relates to other parts of the Society.

WEB 4 Director Emeritus

WEB 4.1 Objectives

In recognition of the broad depth of knowledge this person has, he/she works closely with the Department Vice President to provide mentoring and an historical perspective on issues confronting the Department. This position also insures continuity of the Department's various initiatives.

WEB 4.2 Duties

WEB 4.2.1 Serves as a voting member of the Department and shares in the determination of Department plans and policies.

WEB 4.2.2 Undertakes special projects as directed by the Department Vice President.

WEB 4.2.3 Serves as a member of all Department Committees.

WEB 4.3 Organization

WEB 4.3.1 This position is to be appointed from the ranks of Past Department Vice Presidents.

WEB 4.3.2 Appointed by the Department Vice President to a one-year term and is eligible for reappointment.

WEB 5 Organization/Administration

The Department Vice President creates and disbands Committees and Boards of the Web Activities Department as necessary to fulfill the responsibilities of the Department. Typically, the following Committees and Boards will exist:

- Society Web Services Coordination and Oversight Committee
- Web Editorial Coordination and Oversight Board
- Technology Advisory Committee
- Publicity Committee
- Honors and Awards Committee
- International Development Committee

WEB 5.1 Duties and Organization

Each Committee shall meet on a regular basis as needed to accomplish the objectives of the Committee at the Chair's discretion. The Committee Chairs shall approve meeting agendas.

WEB 5.1.1 A staff person shall serve as Secretary to the Committee.

WEB 5.1.2 Minutes of the meeting shall be recorded by the Secretary.

WEB 5.1.3 Minutes are considered ISA Business Confidential and shall be distributed by the Secretary to Committee Members and other relevant staff and volunteer leaders after being reviewed and approved by the meeting Chair.

WEB 5.1.4 The staff representative shall be a non-voting member of the Committee(s) which they support.

WEB 5.1.5 The Secretary of each committee shall maintain files of minutes and reports.

WEB 5.1.6 Committees should 'meet' on-line, holding discussions to assist in making decisions through electronic vote via the Internet and other relevant computer network communication media.

WEB 5.1.7 Normal administrative expenses of each Committee such as postage, stationery, and other incidentals will be budgeted as expenses of the business activity supported by the committee.

WEB 5.1.8 Any member of any Committee may be removed by the Vice President of Web Activities

WEB 5.1.9 All Directors of the WEB Activities Department are ex officio members of all Department Committees

WEB 5.1.10 Committees shall be prepared to deliver reports, advice, and recommendations within 30 working days of request by the Chair.

WEB 5.1.11 All WEB Activities Department Committees are responsible to and report to the Vice President of Web Activities, but actively work with ISA Staff in an oversight and advisory capacity.

WEB 5.1.12 Committee members shall be sought who have a background in Web Activities, business management and/or control or computer technology and bring to the position financial understanding of Web Activities.

WEB 5.1.13 Committee members and Department Directors representing other ISA entities will be jointly appointed to ensure continuing, effective communications.

WEB 5.1.14 ISA staff that provide support to each committee shall serve as non-voting members of the Committee.

WEB 6 WEB Activities Department Director

WEB 6.1 Objective

Monitors, oversees, and provides guidance for one or more elements of the WEB Activities Department program in support of the WEB Activities Department general objectives or provides liaison with other Society activities, departments or allies.

WEB 6.2 Duties

The following responsibilities may be discharged by the Director with the assistance of appointed individuals, or by a committee established for this purpose.

WEB 6.2.1 Provides liaison to other ISA departments or allies and others. Reports on the status of these activities to the Vice President and the WEB Activities Department.

WEB 6.2.2 Analyzes both short and long term needs within the assigned area of purview. Develops plans and proposals, in conjunction with the ISA staff, for the introduction of new services and for the refinement of existing programs. Submits proposals to the Department Vice President for Department, Board of Department Vice Presidents, or Executive Board action as appropriate and required.

WEB 6.2.3 Makes specific assignments and schedules and calls meetings as needed. Maintains minutes and records that will provide continuity.

WEB 6.2.4 Maintains appropriate intra- and inter-society channels of communication and liaison.

WEB 6.2.5 Undertakes assignments from the Department Vice President.

WEB 6.3 Organization & Administration

WEB 6.3.1 Each Director is appointed by the Department Vice President with Board of Department Vice Presidents approval, and reports to the Department Vice President.

WEB 6.3.2 The appointment is for one Society year beginning on January 1, and shall be confirmed in writing. Directors are eligible for reappointment.

WEB 6.3.3 Copies of reports, minutes, letters of appointment and other business shall be sent to the Department Vice President and to the staff manager of Web Activities Services. Pertinent records are transferred to the succeeding Director.

WEB 6.3.4 Each Director shall submit an annual report of accomplishments, plans and suggestions to the Vice President by July 1.

WEB 6.3.5 News items on activities under Director's area of responsibility shall be submitted to the appropriate journals or newsletter editor.

WEB 6.3.6 Directors are eligible for reappointment.

WEB 6.3.7 All Committee Chairs shall serve as a Director of the WEB Activities Department and shall have significant experience in the WEB Activities Department

WEB 7 Standing Committees

WEB 7.1 Society Web Services Coordination and Oversight Committee

WEB 7.1.1 Objectives and Responsibilities

Advises the Vice President of Web Activities on policies and practices of ISA's web services that will meet or exceed member, section, division, department, and other users' expectations; and advises on how well the online services are meeting policies and performance goals that are approved by the ISA Executive Board, Board of Department Vice Presidents, and Board of District Vice Presidents. These services include the basic features and functionality of ISA's web sites, excluding the editorial content.

WEB 7.1.1.1 Acts as a focal point within the WEB Activities Department for ISA web services

WEB 7.1.1.2 Monitors and evaluates members' and others users' expectations of ISA's web services as the basis for recommending policy, and standards of business performance.

WEB 7.1.1.3 Monitors and evaluates the performance of ISA's web services with respect to policies and goals approved by the ISA Executive Board, Board of Department Vice Presidents, and Board of District Vice Presidents and advises the Vice President accordingly.

WEB 7.1.1.4 Identifies opportunities to enhance use of ISA's web services to the Vice President of Web Activities and Vice Presidents of other operating entities as they employ the web to extend and enhance their products and services.

WEB 7.1.1.5 Acts as instructed by the Vice President of Web Activities in any other matter pertaining to ISA's web services.

WEB 7.1.1.6 The Chair shall serve as a Director of the WEB Activities Department and shall have significant experience and knowledge in the full breadth of ISA's products and services.

WEB 7.1.1.7 The Chair shall select Committee members that represent each Department, major Committees of the Executive Board or Officers that deliver products or services to members or non-member customers, and the Board of District Vice Presidents. Typically these Committee members will be appointed with the concurrence of the Chair of the other ISA entity. The Committee members shall have an interest in and awareness of the web-based delivery and promotion of products and services of the entity that he/she represents so that effective coordination of ISA's web activities can be effectively realized through other ISA entity activities.

WEB 7.2 Web Editorial Coordination and Oversight Board

WEB 7.2.1 Objectives and Responsibilities

WEB 7.2.1.1 The Web Editorial Coordination and Oversight Board has responsibility to coordinate the editorial content appearing on the web from other ISA entities and to provide editorial oversight over content specifically developed for the web. Meets regularly with the editorial staff members designated by the Executive Director or his/her designee.

WEB 7.2.1.2 Undertakes studies and advisory projects which will benefit overall editorial planning.

WEB 7.2.1.3 Recommends topics, as well as potential authors or sources, for special articles surveys and news items.

WEB 7.2.1.4 Keeps aware of other web activities in order to evaluate stature and content of the Society's web editorial as compared to similar web activities.

WEB 7.2.1.5 Review the annual editorial calendar prior to general publication and distribution.

WEB 7.2.1.6 The Chair may form subcommittees, as he/she deems necessary to achieve the objectives of the Committee.

WEB 7.2.1.7 The Chair shall serve as a Director of the WEB Activities Department and shall have significant knowledge and experience with the editorial content published by ISA and other publishers in instrumentation, systems, and automation.

WEB 7.2.1.8 The Chair shall select Committee members that regularly read the editorial content published by ISA and other publishers in instrumentation, systems, and automation in both print and electronic form.

WEB 7.3 Technology Advisory Committee

WEB 7.3.1 Objectives and Responsibilities

Advises the Vice President of Web Activities and staff on new or current technology used for or that could be used for ISA's web activities.

WEB 7.3.1.1 Working with staff, assists in investigations of the Internet hardware and software that could be used for ISA's web activities.

WEB 7.3.1.2 Monitors and evaluates the technology used by ISA's web activities as the basis for recommending policy and standards of business performance.

WEB 7.3.1.3 Identifies opportunities to enhance use of the Internet by the Society to the Vice President of Web Activities.

WEB 7.3.1.4 Acts as instructed by the Vice President of Web Activities in any other matter pertaining to OnLine or Web services.

WEB 7.3.1.5 The Chair shall serve as a Director of the WEB Activities Department and shall have significant experience and knowledge in Internet software and hardware technologies.

WEB 7.3.1.6 The Chair shall select Committee members that have relevant technical experience in the selection and use of Internet software and hardware.

WEB 7.4 Publicity Committee

WEB 7.4.1 Objectives and Responsibilities

WEB 7.4.1.1 Advises the Vice President of Web Activities on marketing and publicity programs that will meet Department expectations; advises on how well the marketing and publicity programs for ISA WEB Activities Department are meeting goals and objectives that are approved by the ISA Executive Board.

WEB 7.4.1.2 Assists staff with preparation of appropriate press releases of new products for publication in ISA promotional literature such as *Inside ISA*.

WEB 7.4.1.3 Acts as a focal point within the WEB Activities Department for all programming/marketing and publicity activities.

WEB 7.4.1.4 Monitors and evaluates members' expectations of ISA WEB Activities Department marketing and publicity activities.

WEB 7.4.1.5 Monitors and evaluates the marketing and publicity of ISA WEB Activities Department with respect to policies and goals approved by the Boards and to advise the Vice President accordingly.

WEB 7.4.1.6 Identifies potential programs and publicity sources for Web Activities materials to the Vice President of Web Activities.

WEB 7.4.1.7 Acts as instructed by the Vice President of Web Activities in any other matter pertaining to marketing and publicity activities.

WEB 7.4.1.8 Acts as Newsletter Editor or appoints a Newsletter Editor to issue newsletter content electronically on a regular basis.

WEB 7.4.1.9 The Chair shall serve as a Director of the WEB Activities Department and shall have significant experience in the areas of marketing, and publicity.

WEB 7.4.1.10 The Chair shall select Committee members that have an interest in and awareness of the full range of Society activities so that effective coordination of publicity about ISA's web activities can be effectively realized through other operating entity publicity activities.

WEB 7.5 Honors & Awards Committee

WEB 7.5.1 Objectives and Responsibilities

WEB 7.5.1.1 Duties include developing information in conjunction with ISA staff to verify the recipients of the Departmental Awards; and preparing nominations from the Web Activities Department for Society Honors and Awards.

WEB 7.5.1.2 Director with agreement of the Web Activities Vice President, shall complete the nomination forms for Society Honors and Awards for anyone deemed deserving in the Web Activities Department.

WEB 7.5.1.3 Director shall develop proposals for Department awards and present them to the Department for discussion and approval.

WEB 7.6 International Development Committee

WEB 7.6.1 Objectives and Responsibilities

Advises the Vice President of Web Activities on programs that will meet Department expectations' regarding matters of international development.

WEB 7.6.1.1 Acts as a focal point within the WEB Activities Department for all international activities.

WEB 7.6.1.2 Monitors and evaluates members' expectations of ISA WEB Activities Department international activities.

12.0 IMAGE AND MEMBERSHIP DEPARTMENT (IM)

(This Department was created by the Board of Department Vice Presidents in June 2002 to become active and functioning on 1 January 2003. Until that time, the Image and Membership Committee within the Past President's Department will continue with these responsibilities.)

The Image and Membership Department is responsible for recommending to the Executive Board or Board of Department Vice Presidents policy relating to the Society's image and membership programs, including:

- recommending and overseeing programs to promote and enhance the recognition and image of ISA.
- providing oversight and recommending policy direction for membership growth, including membership categories, benefit and privilege offerings, dues structure, and member recruitment and retention
- providing oversight and recommendations in the development and communication of the benefits of ISA membership.
- developing and monitoring the annual strategic business plan for member services in partnership with Staff.

The Department serves as a coordinating and advisory entity that facilitates the integration of image and member activities with other ISA entities. The Department monitors the overall quality and effectiveness of how well the Society is meeting member needs, providing recommendations for continuous improvement and policy standards where appropriate.

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.

TRANSITION CLAUSE

Until the Department is represented by a duly elected sitting Vice President, all functions assigned to the Vice President shall be performed by a Temporary Chair appointed by the Board of Department Vice Presidents. This chair shall sit as a voting member of the Board of Department Vice Presidents, but shall not sit on the Executive Board. Similarly the functions assigned to the Vice President Elect shall be performed by a Temporary Chair Elect. Upon the regular election and taking office of the first Department Vice President, this clause shall be stricken from the MOP

IM 1 Image and Membership Department Organization

Members of the Department shall include a Vice President, Vice President-elect, and immediate Past Vice President, plus one or two Department Directors emeritus and four to seven Department Directors appointed by the Vice

President. The Executive Director will assign a staff person as a non-voting member of and Secretary to the Department.

IM 1 Image and Membership Department Vice President

IM 1.1 Objective

Stimulates the development and implementation of Society image and membership programs that meet the needs of Society units and members and contribute to advancing the science and technology of instrumentation, systems, and automation.

IM 1.2 Duties

IM1.2.1 Serves as a voting member of the Board of Department Vice Presidents and shares in the determination of Society plans and policies, oversees and recommends image and membership policy to the Board, and undertakes assignments from the President and the Board of Department Vice Presidents.

IM 1.2.2 Supervises, provides oversight and advice for department plans, projects and ongoing activities, and reports the results to the Executive Board and Board of Department Vice Presidents. May establish an organizational structure to effectively attain these Department objectives. Nominates Directors for Board of Department Vice Presidents approval and establishes committees as needed to monitor, oversee and guide the various elements of the Image and Membership Department's programs.

IM 1.2.3 Recommends proposed image and membership programs to the Board of Department Vice Presidents and Executive Board as required.

IM 1.2.4 Establishes appropriate intra-and inter-society channels of communication and liaison contacts.

IM 1.2.5 Serves as a member of the Board of Department Vice Presidents.

IM 1.2.6 In consultation with the Vice President-elect recommends a Department nominee to the Society Nominating Committee on a biannual basis.

IM 1.2.7 Serves as a member of all Department Committees and Editorial Boards.

IM 1.3 Organization & Administration

IM 1.3.1 Serves two years in an elect capacity; serves two years as Department Vice President and a voting member of the Board of Department Vice Presidents; and is not eligible for re-election.

IM 1.3.2 Accountable to the Board of Department Vice Presidents Executive Board, and, through the President, to the Council of Society Delegates for the Department's proper performance of regular and assigned duties.

IM 1.4 Identification of Candidates for Department Vice President (Added October 2002)

The Department uses the following procedure and criteria to determine the suitability of candidates and potential candidates for the position of Vice-President-Elect and Vice-President of the Image & Membership Department.

- 2 The Nominating Committee of the Department shall put nominees forward to the Society Nominating Committee. The Image & Membership Department is not required to put forward multiple nominees, although it may do so at its discretion.
- 3 The Nominating Committee of the Department shall consist of the Vice President, the Vice-President-Elect, and the Past-Vice-President of the Department, and other members as the Vice President shall direct.
- 4 The Nominating Committee of the Society, or any other entity may recommend candidate nominees to the Image & Membership Department Nominating Committee. The Image & Membership Department Nominating Committee will make formal report to the Chair of the Department Board Nominating Committee and the Chair

of the Society Nominating Committee on each candidate nominee, including the nominee or nominees put forward by the Department.

- 5 It is strongly recommended that all candidates have the following:
- a) A history of volunteer leadership activity above the Section level in ISA, including Director or Vice-President responsibilities or active participation in one or more Society committees.
 - b) A history of successful volunteer leadership in the Image & Membership Department at the Director level.
 - c) Proven ability to maintain good and effective working relationships with both volunteers and staff.
 - d) A history of regular attendance at President's Meetings.
 - e) Willingness and ability to attend President's Meetings as a VP Elect and VP.

IM 2 Image and Membership Department Vice President-elect

IM 2.1 Objective

Works closely with the Department Vice President to stimulate the development and implementation of Society image and membership programs that meet the needs of Society units and members and contribute to advancing the science and technology of instrumentation systems, and automation, thus providing continuity of the Department's various initiatives

IM 2.2 Duties

IM 2.2.1 Serves as a voting member of the Department and shares in the determination of Department plans and policies

IM 2.2.2 Establishes appropriate intra- and inter-society channels of communication and liaison contacts.

IM 2.2.3 Serves as a member of the Society Strategic Planning Department

IM 2.2.4 Encouraged to participate in the committees and Boards where the Vice President participates to fully understand the issues in each area.

IM 2.2.5 Undertakes special projects as directed by the Department Vice President.

IM 2.2.6 Serves as a member of all Department Committees.

IM 2.3 Organization & Administration

IM 2.3.1 Serves two years in an elect capacity during which time continues to develop a better understanding of how the Department works with and relates to other parts of the Society.

IM 3 Image and Membership Department Past Vice President

IM 3.1 Objectives

Works closely with the Department Vice President to mentor department members, thus stimulating the development and implementation of Society image and membership programs that meet the needs of Society units and members and contribute to advancing the science and technology of instrumentation, systems, and automation, thus providing continuity of the Department's various initiatives.

IM 3.2 Duties

IM 3.2.1 Serves as a voting member of the Department and shares in the determination of Department plans and policies.

IMD 3.2.2 Undertakes special projects as directed by the Department Vice President.

IM 3.2.3 Serves as a member of all Department Committees.

IM 3.2.4 Serves as a member of the Board of Department Vice Presidents Nominating Committee.

IM 3.3 Organization & Administration

IM 3.3.1 Serves two years in this capacity.

IM 4 Director Emeritus

IM 4.1 Objectives

In recognition of the broad depth of knowledge this person has, he/she works closely with the Department Vice President to provide mentoring and an historical perspective on issues confronting the Department. This position also insures continuity of the Department's various initiatives.

IM 4.2 Duties

IM 4.2.1 Serves as a voting member of the Department and shares in the determination of Department plans and policies.

IM 4.2.2 Undertakes special projects as directed by the Department Vice President.

IM 4.2.3 Serves as a member of all Department Committees.

IM 4.3 Organization

IM 4.3.1 This position is to be appointed from the ranks of Past Department Vice Presidents.

IM 4.3.2 Appointed by the Department Vice President to a one-year term. .

IM 5 Organization/Administration

The Department Vice President creates and disbands Committees of the Image and Membership Department as necessary to fulfill the responsibilities of the Department. Each Committee will have a Department Director as its Chair.

The following Standing Committees will exist:

- Society Image and Publicity Committee
- Membership Committee
- Honors and Awards Committee
- Global Development Committee

IM 5.1 Duties and Organization

Each Committee shall meet on a regular basis as needed to accomplish the objectives of the Committee at the Chair's discretion. The Committee Chairs shall approve meeting agendas.

IM 5.1.1 A Secretary shall be appointed for each committee by the Committee Chair and shall maintain files of minutes and reports.

IM 5.1.2 Committees should 'meet' on-line as much as possible, holding discussions to assist in making decisions through electronic vote via the Internet and other relevant computer network communication media.

IM 5.1.3 Normal administrative expenses of each Committee such as postage, stationery, and other incidentals will be budgeted as expenses of the business activity supported by the Committee.

IM 5.1.4 Any member of any Committee may be removed by the Department Vice President.

IM 5.1.5 All Directors of the Image and Membership Department are ex officio members of all Department Committees.

IM 5.1.6 Committees shall be prepared to deliver reports, advice, and recommendations within 30 working days of request by the Chair.

IM 5.1.7 All Department Committees are responsible to and report to the Department Vice President, but actively work with ISA Staff in an oversight and advisory capacity.

IM 5.1.8 Committee members shall be sought who have a background in marketing, communications, and/or business management and bring to the position a financial understanding of Society membership activities.

IM 5.1.9 Committee members and Department Directors representing other ISA entities will be jointly appointed to ensure continuing, effective communications.

IM 5.1.10 Minutes of the Department meeting shall be recorded by the Staff Secretary and distributed soon after each meeting.

IM 5.1.11 Minutes are considered ISA Business Confidential and shall be distributed by the Secretary to Department Members and other relevant staff and volunteer leaders after being reviewed and approved by the Department Vice President.

IM 6 Image and Membership Department Director

IM 6.1 Objective

Monitors, oversees, and provides guidance for one or more elements of the Image and Membership Department in support of the Department's general objectives or provides liaison with other Society activities, departments or allies.

IM 6.2 Duties

The following responsibilities may be discharged by the Director with the assistance of appointed individuals, or by a committee established for this purpose.

IM 6.2.1 Provides liaison to other ISA departments or allies and others as assigned by the Department Vice President. Reports on the status of these activities to the Vice President and the Department.

IM 6.2.2 Analyzes both short and long term needs within the assigned area of purview. Develops plans and proposals, in conjunction with the ISA staff, for the introduction of new services and for the refinement of existing programs. Submits proposals to the Department Vice President for Department, Board of Department Vice Presidents, or Executive Board action as appropriate and required.

IM 6.2.3 Makes specific assignments and schedules and calls meetings as needed. Maintains minutes and records that will provide continuity.

IM 6.2.4 Maintains appropriate intra- and inter-society channels of communication and liaison.

IM 6.2.5 Undertakes assignments from the Department Vice President.

IM 6.3 Organization & Administration

IM 6.3.1 Each Director is appointed by the Department Vice President with Board of Department Vice Presidents approval, and reports to the Department Vice President.

IM 6.3.2 Each appointment is for one Society year beginning on January 1. Directors are eligible for one reappointment.

IM 6.3.3 Copies of reports, minutes, letters of appointment and other business shall be sent to the Department Vice President and to the department Staff liaison. Pertinent records are transferred to the succeeding Director.

IM 6.3.4 Each Director shall submit an annual report of accomplishments, plans and suggestions to the Vice President by October 1.

IM 6.3.5 News items on activities under Director's area of responsibility shall be submitted to the appropriate journals or newsletter editor.

IM 6.3.6 All Committee Chairs shall serve as a Director of the Image and Membership Department.

IM 6.3.7 The liaison from the board of District Vice Presidents shall serve as a Director of the Image and Membership Department.

IM 7 Standing Committees

IM 7.1 Society Image and Publicity Committee

IM 7.1.1 Objectives and Responsibilities

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, Board of Department Vice Presidents, and Board of District Vice Presidents.

IM 7.1.1.1 Monitors 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, Board of Department Vice Presidents, and Board of District Vice Presidents and advises the Vice President accordingly.

IM 7.1.1.2 Identifies 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.

IM 7.1.1.3 Acts as instructed by the Department Vice President in any other matter pertaining to the Society's public relations activities.

IM 7.1.1.4 The Chair shall serve as 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.

IM 7.1.1.5 The Chair shall select Committee members that possess an interest in and understanding of public relations value and practices.

IM 7.2 Membership Committee

IM 7.2.1 Objectives and Responsibilities

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.

IM 7.2.1.1 Undertakes studies to benchmark and monitor other professional societies to understand what new benefits and privileges are available and potentially desirable to ISA members.

IM 7.2.1.2 Works with other ISA Departments and Committees to identify and develop member benefits to attract and retain instrumentation, systems, and automation professionals as ISA members.

IM 7.2.1.3 Recommends changes in ISA member benefit and privilege offerings to Department Vice President; works with Staff to seek approval for and implement recommendations.

IM 7.2.1.4 Identifies new member categories and recommends changes in dues structure; works with Staff to seek approval for and implement recommendations.

IM 7.2.1.5 Monitors and reports on member recruitment and retention practices and results; recommends changes for Staff implementation.

IM 7.2.1.6 Provides *ISA News & Views* editorial management with recommendations for editorial content and coverage of contemporary concerns for the readership of the publication.

IM 7.2.1.7 Acts as instructed by the Department Vice President in any other matter pertaining to membership programs and activities.

IM 7.2.1.8 The Chair shall serve as a Department Director and shall have significant experience and knowledge with the full breadth of ISA's and other similar society's membership activities.

IM 7.2.1.9 The Chair shall select Committee members that possess an interest in and understanding of professional society membership and ISA's membership practices and activities.

IM 7.3 Honors & Awards Committee

IM 7.3.1 Objectives and Responsibilities

IM 7.3.1.1 Duties include developing information in conjunction with ISA staff to verify the recipients of the Departmental Awards; preparing nominations from the Image and Membership Department for Society Honors and Awards.

IM7.3.1.2 Director, with agreement of the Department Vice President, shall complete the nomination forms for Society Honors and Awards for anyone deemed deserving in the Image and Membership Development Department.

IM 7.3.1.3 Director shall develop proposals for Department awards and present them to the Department for discussion and approval.

IM 7.4 Global Development Committee

IM 7.4.1 Objectives and Responsibilities

IM 7.4.1.1 Advises the Department Vice President on programs that will meet Department expectations' regarding matters of global Society membership.

IM 7.4.1.2 Acts as a focal point within the Department for all global Society membership activities.

IM 7.4.1.3 Monitors, evaluates, reports on members' expectations on ISA's global image and membership activities.

IM 7.5 Corporate Associates (CAP) Steering Committee

IM 7.5.1 Objectives and Responsibilities

Provides volunteer oversight and direction for the Corporate Associates Program (CAP).

IM 7.5.1.1 Reviews CAP benefits, programs, and fees, and recommends changes to ensure that the program remains attractive to corporations in all aspects of i.s. &a. The four focus areas for CAP are corporations that manufacture i.s.&a. products; corporations involved in the distribution of i.s.&a. products; corporations that provide i.s.&a. engineering, integration , and construction services; and corporations that are the ultimate users of i.s.&a. products and services.

IM 7.5.1.2 Reviews CAP marketing plans and recommends promotional programs.

IM 7.5.1.3 Recommends activities to stimulate interaction among CAP members and between CAP members and the Society.

IM 7.5.1.4 Identifies opportunities and makes recommendations to enhance the value of CAP to both its members and to ISA.

IM 7.5.2 Committee Membership

Initially, membership in this committee will consist of volunteers whose employers are potential members of CAP. Ultimately, the majority membership of this committee will be volunteers whose employers are members of CAP. The membership should represent a cross-section of the corporations in CAP, including both size of corporations and the i.s.&a. focus areas of the corporations.

IM 7.5.2.1 The Chair of the Image and Publicity Committee will serve as an ex-officio member of the CAP Steering Committee.

IM 7.5.2.2 The Chair of CAP shall serve as 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.