# ISA MANUAL OF ORGANIZATION CHARTERS (MOC)

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INTRODUCTION (MOC)

The Manual of Organization Charters (MOC) represents the official organization of ISA as recognized by the Executive Board. Each volunteer group is chartered with specific responsibilities and assigned work that is aligned with Society’s strategic plan.

Revisions to charters or the addition of a group requires Board approval. Changes will be logged. Staff may make non-substantive editorial corrections without Board approval.

COUNCIL OF SOCIETY DELEGATES (CSD)

CSD 1 Purpose
The Council of Society delegates controls the general policies of the SOCIETY through its powers to amend the Bylaws, and to review the Annual Reports of Officers.

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

CSD 2 Organization
Each Section in ISA designates a Society member to act as its Society delegate and specifies the term of office. The Section may designate a Society member as an alternate delegate if Section Bylaws so provide.

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

The voting power of each delegate is described in Bylaws. The voting body is described in Bylaws. The quorum of the Council of Society Delegates is described in Bylaws.

CSD 3 Responsibilities
CSD 3.1 Chair Responsibilities
The chair will
a) Establish the agenda for the Annual Members Meeting and Council of Society Delegates Meeting
b) Ensure that notification of the meetings are sent to delegates as described in the Bylaws
c) Determine the need for and appoint a Resolutions Committee to receive all proposed resolutions except those offered by the Executive Board or by committees. The Resolutions Committee is comprised of the President-elect Secretary, Past President, and Parliamentarian.
d) Conduct the Annual Members Meeting and Council of Society delegates Meeting according to Roberts Rules of Order.

CSD 3.2 Parliamentarian Responsibilities
The parliamentarian will:
a) Ensure the meeting abides by the procedures established in the standing rules, including Roberts Rules of Order.
b) Serve as timekeeper for discussions.
c) Conduct a review of rules and procedures for the Council of Society Delegates Meeting.

CSD 3.3 Section Delegate Responsibilities
The Section Delegate will
a) Serve as the Section’s official representative to the Society
b) Review the agenda and issues for action with their Section leadership and members
c) Vote on all matters representing the interests of their Section at the District Council Meetings and at the Annual Council of Society Delegates Meeting. The delegate’s vote is weighted and represents the number of members in the Section.

d) Propose resolutions or amendments to resolutions.

CSD 3.4 District Vice President Responsibilities

The District Vice President will

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

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

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

CSD 4 Administration

CSD 4.1 Meetings

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

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

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

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

CSD 4.1.1 District Council Meetings

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

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

CSD 4.1.2 Annual Members Meeting and Council of Society Delegates Meeting

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

CSD 5 Procedures
CSD 5.1 Credentials Committee
The President will establish the membership of the Credentials Committee. This committee will serve as Sergeants-at-Arms, responsible for checking Section delegates and Vice Presidents for the indicated Districts in and out of the designated area and will ensure that only credentialed delegates are allowed into the area. The Credentials Committee Chair will assist in tabulating attendance as the roll is called, and after the data is tabulated, inform the President of the presence or absence of a quorum. Any delegate leaving the area must sign out with the Credentials Committee. If the quorum is lost during the course of the meeting, the President should be notified immediately.

CSD 5.2 Registration
Each delegate and alternate delegate registers with their District Vice President during the District Council Meeting. If both the delegate and the alternate are present, only the delegate receives the delegate’s credential that will allow them access to Council of Society Delegates meeting area. The registration sheets from the Districts are turned over to the Credentials Committee. The registration sheets are used to create the official delegates register to be used at the Council of Society Delegates meeting. Prior to the roll call for the Council of Society Delegates, the District Vice President can add or delete names on the official delegates register by submission of the changes to the Credentials Committee.

CSD 5.3 Standing Rules
Standing rules for the Council of Society Delegates Meeting are made available in advance with the agenda to delegates, alternates, and Section Presidents. A simplified guide to Robert’s Rules of Order with an explanation of commonly used types of motions, amendments, discussion and voting methods is included with this material.

CSD 5.4 Voting
Voting is handled as defined in the standing rules approved by the body at the beginning of the meeting. When required, a roll call vote shall be conducted by calling Sections in District order. Proxy voting is not permitted in accordance with the Bylaws.

EXECUTIVE BOARD (EXB)

OFC 4.2 Finance Procedures

OFC 4.2.1 Financial Transactions
All instruments or orders for the payment, transfer between, or withdrawal of funds from these accounts must be made or signed by one or more officers or staff members authorized by the Executive Board under such conditions and policies established by the Executive Board. [See Bylaws, Article XIX, Paragraph 3]

OFC 4.2.2 Financial Audits
a) Ensures that an audit of the Society’s financial records is conducted annually.
   b) Solicits proposals for audit services at least every five years.
   c) Selects and recommends to the Executive Board a firm of Certified Public Accountants to serve as Society auditors for the current fiscal year and distributes their annual audit report to the Executive Board.
   d) Appoints three to five members annually to serve as an audit committee to oversee the proper external review of the audited financial statements. Each member shall be free of any relationship that would interfere with his or her individual exercise of independent judgement.
   e) Participates in the annual audit “closing conference” to receive the annual audited financial statement report and the Treasurer and the Executive Board shall be the addressees for the “management letter” from the Society auditors.

OFC 4.2.3 Reporting
The Treasurer submits a written annual report at the Annual Meeting of the Society and at the meeting of the Council of Society Delegates. The Treasurer’s report includes an interim report for the current fiscal year as well as the proposed budget for the next fiscal year. [See Bylaws, Article XII, Paragraph 2]
The Treasurer shall make an annual financial report to the Executive Board. This report shall be made at the first Executive Board meeting of the calendar year and shall include (at a minimum):

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

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

OFC 4.2.4 Budget Terminology

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

OFC 4.2.5 Budget Process

OFC 4.2.5.1 Budget Objective
The Society’s overall financial objective is to establish and maintain a financial platform that will assure the financial health of the Society and support growth and other initiatives deemed important to the Society’s mission and goals. This overall objective is achieved through budgeting for a consolidated, average annual Operating Surplus based on the following table.

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<tr>
<th>Liquid Reserve Ratio</th>
<th>&lt;= 100%</th>
<th>101% to 130%</th>
<th>131%-160%</th>
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<tr>
<td>Operating Surplus (as % of Total Operating Revenue)</td>
<td>5%</td>
<td>3%</td>
<td>1%</td>
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Criteria for Executive Board approval of the budget:
- Any budget that does not meet the operating surplus target should be approved by a two-thirds supermajority.
- Any deficit budget with a deficit less than 10% should require a three-fourths supermajority.
- A unanimous vote for a deficit budget with a deficit greater than 10%

OFC 4.2.5.2 Budget Development
The Society fiscal year is the calendar year beginning 1 January.
The basic steps of the process are:

a) The Executive Board reviews and updates the Society’s Strategic Plan with the assistance of the Strategic Planning Department.

b) Society Leadership and Staff develop a draft budget to address the objectives of the Strategic Plan. The initial budget draft prepared by staff shall include all known income and expenses associated with Executive Board approved programs. The budget draft shall be presented to the Finance Committee and Executive Board with:
   - Comparative data from the current budget
   - A forecast of results anticipated for the current fiscal year
   - A description including the impact of programs anticipated during the next year, but not yet approved.
   - Proposed budgets for new projects.
   - Cash flow projections for the next year.
   - Detailed analyses of any activities specified by the Treasurer.
   - Identification of major capital expenditures that may be brought to the Board during the next three years.

c) The Finance Committee reviews the budget draft and makes recommendations regarding the budget to the Treasurer prior to review by the Executive Board.

d) The Assemblies and Vice Presidents review the budget draft and make recommendations regarding the budget to the Treasurer prior to review by the Executive Board.

e) The Treasurer and Society officers review recommendations for modifications to the budget from all reviewing bodies prior to submitting the budget to the Executive Board for approval.

f) The Executive Board approves the annual budget no later than the end of the current fiscal year.

g) In the rare circumstance of material change in budget assumptions or business climate, the Executive Board may amend the budget as required. Additional expenses that impact Society finances may be included after giving consideration to existing programs that could be curtailed.

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

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

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

OFC 4.2.5.3 Allocation of Income and Expenses

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

The Society budget should include income and expenses related, but not limited to the following:
   - Activities that produce revenue generating products and services sold to members and non-members. The funds needed to support these activities are expected to be generated by their sales.
   - Membership activities and programs which generally are not intended to be self-supporting. The funding sources typically identified with these activities including member dues, any revenues generated by these activities themselves, and any Society expenses that are reimbursed from other sources. The budget may also identify allocation of income from other revenue generating Society activities to support membership related activities.
   - New research and development projects and programs as defined in OFC 4.2.7.
   - Charitable Contributions Matching Funds to the ISA Foundation as defined and described in EXB 6.4.5.3
   - Volunteer Leader Funding as defined in OFC 4.2.5.6
OFC 4.2.5.4 New Venture Investments
In the event the Executive Board approves New Venture Investment projects to be funded from reserves after the annual budget has been approved, expenses for incumbent staff salaries, fringe benefits, and overhead that are shifted from operations will not result in an increase in operations funds available for other projects or activities.

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

OFC 4.2.5.5 Changes to the Approved Budget
It is the intent of the Executive Board to operate within the approved operating plan and budget for the fiscal year. Changing a budget is an extremely rare and unusual event and is only done when there are extraordinary events of a material nature, such as mergers, acquisitions and/or the sale of a major activity.

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

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

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

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

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

OFC 4.2.6 New Venture Investment
The Society is committed to funding new or enhanced products and services to grow ISA’s membership and influence and strengthen ISA’s business activities in support of the Society’s mission. New Venture Investments (NVI) are expected to have reasonable potential for positive impact on the Society, either as a member benefit, a financial benefit, or a combination thereof. The duration of NVI activities are known and limited, typically one year in duration although they may extend beyond one year in unusual cases but limited to a maximum of three years. When an NVI project would result in an expenditure exceeding USD 25,000 the Evaluation Committee of the Strategic Planning Department will be responsible to review, prioritize, recommend action, monitor and audit projects in progress as described in SPL 6.2.5.

OFC 4.2.6.1 NVI Reporting
Upon approval of an NVI proposal, a tracking report will be developed to summarize revenue, expense, and progress against milestones. These reports will continue for the duration of the project and will be reviewed by the Finance Committee at all meetings. Financial results for these activities will be shown separately from Operating Activities on the Society income statement (or other supplemental attachments, as required) and thus, are not considered in measuring Society financial performance relative to the Operating Surplus target as specified in OFC 4.2.5.1.

OFC 4.2.6.2 NVI Funding
New Venture Investment projects can only be pursued if the Society has sufficient financial strength and if a control discipline is in place. The financial discipline for this process is as follows:
   a) Funding may only occur if Liquid Reserves equal or exceed 100% of the yearly total Operating Expense, based on the average of the two most recent years.
b) The total monies available to fund research and development activities will not exceed 20% of the amount by which the Liquid Reserve exceeds the average of the most recent completed fiscal year and the current fiscal year forecast Total Operating Expense.

c) No NVI funding will be available unless a break-even or surplus budget for the fiscal year is approved.

d) No single project or program will receive more than 20% of the monies available without a specific supermajority vote (67%) of the Executive Board.

e) Financial resources may only be committed for one year. Further, no project or project extension may be funded through NVI for more than 3 years. It is essential that this be communicated and documented with each approved proposal for the following reasons:

- No NVI funds will be available in subsequent years if the Liquid Reserve does not exceed 100% of the average of the most recent completed fiscal year and the current fiscal year forecast Total Operating Expense or if the budget calls for a deficit.

- NVI projects are specifically not entitlements, therefore every program or project must be reevaluated every year (as are all other Society activities). The initial approval process does not guarantee subsequent year funding.

- The measurement point for estimating the level of funds available in the Liquid Reserves for the next fiscal year is the latest balance sheet available prior to the Finance Committee’s review of the draft budget for the next fiscal year.

EXB 3.2 Financial Controls
The ISA Executive Board is responsible for the Society finances and investments, and may delegate to the Treasurer, the Executive Director, and other committees or groups as deemed appropriate such duties to facilitate and ensure the effective oversight of the Society’s finances.

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

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

Fellow Admissions Committee

<table>
<thead>
<tr>
<th>Fellow Admissions Committee</th>
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<tbody>
<tr>
<td><strong>Charge</strong></td>
</tr>
<tr>
<td>The Fellows Admissions Committee recommends to the Executive Board the elevation of select members to the distinguished grade of Fellow in accordance with Society policy.</td>
</tr>
<tr>
<td><strong>Goals/Responsibilities</strong></td>
</tr>
<tr>
<td>Ensure the long-term success of the ISA Fellows program by annually selecting the most-deserving nominees.</td>
</tr>
<tr>
<td><strong>Composition</strong></td>
</tr>
<tr>
<td>Minimum of 8 Fellows and a chair, representing a diversity consistent with Society’s policies and values.</td>
</tr>
<tr>
<td><strong>Selection/Appointment</strong></td>
</tr>
<tr>
<td>Appointed by the Executive Board</td>
</tr>
<tr>
<td><strong>Term</strong></td>
</tr>
<tr>
<td>Terms coincide with Society operating year and are one-year, renewable up to three consecutive years. Chair term is one year.</td>
</tr>
<tr>
<td><strong>Expected Commitment</strong></td>
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<tr>
<td>8-10 hours during selection</td>
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EXB 6.1.5.4 Procedures for Fellow Nominations

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

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

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

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

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

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

EXB 6.3 Compensation Committee

EXB 6.3.1 Purpose
The Compensation Committee is delegated the sole authority and power to determine the size, nature, and scope of the compensation program for the professional staff, including salary structure and benefits paid or provided to ISA employees. The Compensation Committee reviews the performance and sets the compensation of the Executive Director.

EXB 6.3.2 Organization

Committee Membership

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<table>
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<tr>
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<tbody>
<tr>
<td>a</td>
<td>Size of Committee</td>
</tr>
<tr>
<td>b</td>
<td>Members appointed by:</td>
</tr>
<tr>
<td>c</td>
<td>Members approved by:</td>
</tr>
<tr>
<td>d</td>
<td>Member qualifications/ restrictions</td>
</tr>
</tbody>
</table>

Supporting Information

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

EXB 6.3.3 Responsibilities

The Compensation Committee’s duties are as follows:

a) Assures that employee salaries and benefits are maintained on a par with comparable positions in industry and in other volunteer societies to enable the Society to attract and hold competent staff personnel.

b) Reviews the total compensation program as often as it deems necessary, however salaries of individual employees, other than the Executive Director, are confidential and will not be disclosed to the Compensation Committee or the Executive Board unless required by law or deemed necessary by the Executive Director.

c) Establishes, modifies, amends, terminates, and otherwise deals with all employee benefit plans having financial consequences, including those governed by the Employee Retirement Income Security Act (ERISA). Employee benefits may include; group health insurance; benefits required by statute such as Workmen’s Compensation; pension plan; other retirement benefits; and other financial benefits as approved by the Compensation Committee or non-financial benefits as approved by the Executive Director.

d) Conducts an annual review of the performance of the Executive Director in accordance with the policies defined below.

EXB 6.3.4 Administration

EXB 6.3.4.1 Frequency of meetings
The chair is authorized to call meetings, to conduct business of the committee and to administer the committee’s affairs in accordance with the policies and procedures of the Society.

EXB 6.3.4.2 Reporting frequency
Periodic reports of the committee’s activities are made by the chair to the Executive Board. A written report is submitted to the Executive Board as requested. Official files of correspondence and records are maintained confidentially by the staff designee.

EXB 6.3.5 Procedures

EXB 6.3.5.1 General Compensation Program

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

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

The total budgeted costs for employee salaries and benefits and any consultant costs will be presented to the Executive Board in the annual Society budget.
EXB 6.3.5.2 Executive Director Compensation Program

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

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

g) The years of experience in the position.

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

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

e) The degree of fulfillment of the Society’s financial and non-financial objectives for the year.

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

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

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

Finance Committee

<table>
<thead>
<tr>
<th>Finance Committee</th>
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<td><strong>Charge</strong></td>
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</table>
| **Goals/Responsibilities** | 1. Analyze proposed budgets in line with the Society’s strategic objectives.  
2. Support the Society Treasurer in evaluating economic changes that may affect the financial condition or operations of the Society.  
3. Oversee the assets of the ISA Foundation. |
| **Composition**   | 8-12 professional members representing a diversity consistent with Society’s policies and values. Society Treasurer serves as Chair. Geographic and Technical Assembly may appoint one ex-officio member. |
| **Selection/Appointment** | Appointed by the Executive Board upon recommendation from the outgoing committee. |
EXB 6.4.5 Procedures

EXB 6.4.5.1 Budget Review
The Finance Committee reviews the annual budget draft and makes recommendations regarding the budget to the Treasurer prior to review by the Executive Board. The initial budget draft prepared by staff shall include all known income and expenses. Refer to OFC 4.2.5.2 for details about budget development process.

EXB 6.4.5.2 Expenditures in Excess of USD 25,000
The Finance Committee will review any motion submitted for action by the Executive Board that would result in any modification, alteration or addition to the approved annual budget above USD 25,000.00 prior to the Executive Board meeting and provide comments and guidance. (See also EXB 3.2)

Honors & Awards Committee

<table>
<thead>
<tr>
<th>Term</th>
<th>Terms coincide with Society operating year. Member terms are one-year, renewable up to three consecutive years.</th>
</tr>
</thead>
</table>
| Expected Commitment | 2-4 hours per month  
The committee will host virtual discussions, documents, notes and resources on their ISA Connect community. |
| Roles and Authorities | Makes Recommendations to the Executive Board  
1. Society’s annual and capital budget and any proposed modifications  
2. Fiscal policies  
3. Audit schedule  
4. Charitable contributions matching funds  
Provides Input  
1. Investment policy and availability of funds to invest  
2. Cost/benefit analysis of new programs  
Monitors  
1. Auditing procedures  
2. Financial statements  
3. Reserves and cash balances |
| Supporting Information | Finance and Investment Policy (in draft) |
| Related Groups | Investment Committee |

Honors & Awards Committee

<table>
<thead>
<tr>
<th>Charge</th>
<th>The Honors &amp; Awards Committee supports the recognition program by administering the selection of awardees in accordance with the policies of the Executive Board.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goals/Responsibilities</td>
<td>Ensure the long-term success of the ISA Honors &amp; Awards program by annually selecting the most-deserving nominees.</td>
</tr>
<tr>
<td>Composition</td>
<td>12-20 professional members and a chair, representing a diversity consistent with Society’s policies and values.</td>
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</table>
EXB 6.5.5 Procedures

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

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

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

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

EXB 6.5.5.1 Honors and Awards Nominations

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

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

Nominations may not carryover however re-nominations are permitted.

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

One honoree will be selected for each award, unless otherwise designated. At the discretion of the H&A Committee, an award may be shared by more than one recipient if more than one person is identified by the nominator as

<table>
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</tr>
<tr>
<td>Expected Commitment</td>
<td>8-10 hours during selection</td>
</tr>
<tr>
<td>Roles and Authorities</td>
<td>Makes Recommendations to the Executive Board</td>
</tr>
<tr>
<td></td>
<td>1. Criteria for the awards</td>
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<td>2. Recipients of awards</td>
</tr>
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<td></td>
<td>3. Nomination and selection policies</td>
</tr>
<tr>
<td>Provides Input</td>
<td>1. Creation of any new awards</td>
</tr>
<tr>
<td>Monitors</td>
<td>4. Diversity of nominations and awards</td>
</tr>
<tr>
<td></td>
<td>5. Overall awareness and prestige of ISA awards</td>
</tr>
<tr>
<td>Supporting Information</td>
<td>Society Awards Policy</td>
</tr>
</tbody>
</table>
participating in the achievements for which the honor is being awarded. In this event, each honoree will receive a proportional share of any honorarium and each will receive an APEX award.

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

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

Members of the ISA H&A Committee and ISA Executive Board are not eligible to receive Society awards in categories evaluated and recommended by the H&A Committee and approved by the Executive Board. H&A Committee members who are nominated and wish to be considered as a candidate must resign from the H&A Committee.

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

EXB 6.5.5.2 Endowed Awards

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

EXB 6.5.5.3 Establishing New Awards

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

EXB 6.5.6 Award Categories

EXB 6.5.6.1 Excellence in Leadership

Description: Recognizes an individual who has made significant contributions to the industry and/or profession to advance automation.
Criteria: The individual’s vision has fostered a paradigm shift that has advanced automation or their leadership has created and/or promoted initiatives that have had a sustained impact on the profession, and the contributions and innovations have enhanced social value.

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

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

EXB 6.5.6.2 Excellence in Technical Innovation - Corporate

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

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

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

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

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

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

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

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

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

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

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

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

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

Administration and Judging: One honoree will be selected. Recommendation of the H&A Committee is submitted to the Executive Board for approval.
EXB 6.5.6.5 Excellence in Technical Presentation

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

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

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

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

EXB 6.5.6.6 Excellence in Society Service

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

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

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

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

EXB 6.5.6.7 Excellence in Enduring Service

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

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

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

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

EXB 6.5.6.8 Section Excellence

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

Criteria: The Section must have activities, programs, initiatives, and/or services in the previous three years that have provided significant value to the members of the section. This performance will be weighted as 25% of the total scoring.
The Section must have an outstanding initiative, which has been successfully launched and implemented in the previous calendar year and has produced tangible and documented results, which supported and/or advanced the mission of the Society. This performance will be weighted as 75% of the total scoring.

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

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

Administration and Judging: Recommendation of the H&A Committee is submitted to the Executive Board for approval. The section type, size, and overall operation will be used to establish the criteria for an active section and to evaluate the outstanding initiative that was implemented. The innovation of the outstanding initiative, the degree of support for the Society Mission, and the overall benefit to the Section and the members will be used to complete the evaluation. A maximum of three sections will be announced as finalists for the recognition, with the final selection announced at the annual Honors & Awards Gala. All runners-up will be recognized at the H&A Gala and the achievements noted.

EXB 6.5.6.9 Section Leader Excellence

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

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

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

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

EXB 6.5.6.10 Division Excellence

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

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

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

Administration and Judging: Recommendation of the H&A Committee is submitted to the Executive Board for approval.
EXB 6.5.6.11 Division Leader Excellence

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

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

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

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

EXB 6.5.6.12 Standards Excellence

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

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

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

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

EXB 6.5.6.13 Volunteer Leader of the Year

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

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

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

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

EXB 6.5.6.14 Mentoring Excellence

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

Criteria: The member’s activities in the previous year have promoted and encouraged student and/or young professional growth and involvement in automation and ISA programs.
Nomination Process: Candidates are nominated by the membership on the proper form by the designated deadline. Nominations are reviewed by a subcommittee of the H&A Committee.

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

EXB 6.5.6.15 Excellence in Education

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

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

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

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

Investment Committee

<table>
<thead>
<tr>
<th>Investment Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Charge</strong></td>
</tr>
<tr>
<td>The Investment Committee advises the Board and monitors the investment of the Society’s reserve funds.</td>
</tr>
<tr>
<td><strong>Goals/Responsibilities</strong></td>
</tr>
<tr>
<td>Support preservation of capital and long-term growth.</td>
</tr>
<tr>
<td><strong>Composition</strong></td>
</tr>
<tr>
<td>3-5 professionals representing a diversity consistent with Society’s policies and values. Treasurer is ex-officio.</td>
</tr>
<tr>
<td><strong>Selection/ Appointment</strong></td>
</tr>
<tr>
<td>Appointed by the Executive Board upon recommendation from the outgoing committee.</td>
</tr>
<tr>
<td><strong>Term</strong></td>
</tr>
<tr>
<td>Terms coincide with Society operating year. Member terms are one-year, renewable up to three consecutive years.</td>
</tr>
<tr>
<td><strong>Expected Commitment</strong></td>
</tr>
<tr>
<td>6 hours per year</td>
</tr>
<tr>
<td>The committee will host virtual discussions, documents, notes and resources on their ISA Connect community.</td>
</tr>
<tr>
<td><strong>Roles and Authorities</strong></td>
</tr>
<tr>
<td>Makes Recommendations to the Executive Board</td>
</tr>
<tr>
<td>1. Selection of professional investment manager</td>
</tr>
<tr>
<td>2. Investment guidelines including acceptable types of investments, acceptable risks, and relative distribution of funds</td>
</tr>
<tr>
<td>Monitors</td>
</tr>
<tr>
<td>1. Performance of professional investment manager</td>
</tr>
<tr>
<td>2. Performance of investment portfolio</td>
</tr>
<tr>
<td><strong>Supporting Information</strong></td>
</tr>
<tr>
<td>Finance Policy (in draft)</td>
</tr>
<tr>
<td><strong>Related Groups</strong></td>
</tr>
<tr>
<td>Finance Committee</td>
</tr>
</tbody>
</table>
### Nominating Committee

#### Charge
The Nominating Committee affirms the qualifications of the members being presented in the election for Society leadership positions.

#### Goals/Responsibilities
1. Reviews all nominations received.
2. Interview, as necessary, to confirm qualifications.
3. Presents all qualified nominees for election.
4. Respect the overall confidentiality of the process.

#### Composition
As provided in bylaws.

#### Selection/Appointment
As provided in bylaws.

#### Term
As provided in bylaws.

#### Expected Commitment
4-8 hours once a year

#### Roles and Authorities
**Approves**
1. Slate of candidates for Society leadership elections, noting that nominations received by petition will also be included on the ballot.
2. Determination of position on ballot for each qualified nominee.

#### Supporting Information
Nomination and Elections Policy

### Digital Transformation Advisory Committee

#### Charge
Advise the Executive Board on policies and practices related to ISA’s digital technologies and services to satisfy expectations of members, sections, divisions, departments, and other key stakeholders.

#### Goals/Responsibilities
5. Provide insight and expertise in understanding, deploying, and leveraging evolving digital tools.
6. Take leadership role in gathering requirements of ISA community and incorporating in products and services roadmaps.
7. Facilitate change, adoption, and engagement of members, supporting the introduction of new tools
8. Research best practices in community engagement in general and with ISA's community tools specifically
9. Effectively coordinate ISA’s digital technologies, social media presence, and website activities with other ISA entity activities.

#### Composition
6-12 professional members and a chair representing a diversity of Society engagement. Preference is for members to have experience in digital and marketing technologies.

#### Selection/Appointment
Appointed by the Executive Board upon recommendation from the outgoing committee.

#### Term
Terms coincide with Society operating year. Member terms are one-year, renewable up to three consecutive years.

#### Expected Commitment
2-4 hours per month
The committee will host virtual discussions, documents, and resources on their ISA Connect community.
# Connect Champions Group

## Charge
A group of evangelists for ISA Connect Technical Discussion Forum that provides input to the Digital Transformation Advisory Committee (DTAC).

## Goals/Responsibilities
1. Support and encourage member engagement in ISA Connect technical discussion forum
2. Review and moderate comments from the user community, escalating to DTAC as necessary
3. Work with Society stakeholders on using the discussion forum to build reach and awareness
4. Research best practices in community engagement in general and with ISA community tools specifically
5. Post and reply to discussion forum if engagement is low and, where possible, respond to unanswered posts

## Composition
8-12 members

## Selection/Appointment
Appointed by the Executive Board upon recommendation from the outgoing group and DTAC

## Term
Terms coincide with Society operating year. Member terms are one-year, renewable up to three consecutive years.

## Expected Commitment
4-6 hours per month
The committee will host virtual discussions, documents, notes and resources on their ISA Connect community.

## Roles and Authorities
**Makes Recommendations to the Digital Transformation Advisory Committee (DTAC)**
1. Investment in upgrades or enhancements to Connect Discussion Forum

**Provides Input for the Digital Transformation Advisory Committee**
1. Strategic roadmap for ISA Connect
2. Areas for improvement with user functionality
### Young Professionals Committee

<table>
<thead>
<tr>
<th><strong>Charge</strong></th>
<th>The YP Committee is responsible for advising on existing and recommending development of programs to engage members under the age of 35.</th>
</tr>
</thead>
</table>
| **Goals/Responsibilities** | 1. Work with Sections to establish young professional engagements locally  
2. Work with Divisions to establish young professional engagement  
3. Engage with Society leadership to offer YP perspective on the objectives and goals.  
4. Assist in development of networking events for Young Professionals at society events |
| **Composition** | 8-10 professional members and a chair  
Majority of the members must be under the age of 35 |
| **Selection/Appointment** | Appointed by the Executive Board upon recommendation from the outgoing committee. |
| **Term** | Terms coincide with Society operating year. All terms are one-year renewable for up to three years. |
| **Expected Commitment** | 2-4 hours per month  
The committee will host virtual discussions, documents, notes and resources on their ISA Connect community. |
| **Roles and Authorities** | Makes Decisions with Approval of Executive Board  
- YP specific programs  

Makes Recommendations and Provides Input  
- Executive Board and working groups  
- Society Leader Meeting Planning Team  

Monitors  
- YP membership in society  
- YP program satisfaction  
- YP engagement in core society programs |

### Related Groups

| **Related Groups** | Digital Transformation Advisory Committee (DTAC) |
Professional Development Committee

<table>
<thead>
<tr>
<th>Supporting Documents</th>
<th>Value Proposition for YP:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ISA YP offers an inclusive community where young professionals can make an impact and influence the future of automation. As members of ISA, we have opportunities for personal and professional development through certification and exposure to the Automation Body of Knowledge. We also have opportunities to develop leadership skills, enhance our professional networks, and engage local and technical mentors.</td>
</tr>
</tbody>
</table>

Professional Development Committee

<table>
<thead>
<tr>
<th>Charge</th>
<th>The Professional Development Standing Committee is responsible for working with staff to ensure the development and implementation of a comprehensive set of professional development programs (technical and non-technical) to meet the needs of Society members and automation professionals.</th>
</tr>
</thead>
</table>
| Goals/Responsibilities | 1. Ensure effectiveness in ISA’s educational offerings  
2. Ensure effectiveness in ISA’s certification and certificate offerings  
3. Ensure effectiveness in ISA’s leadership development offerings |
| Composition | 8-12 professional members and a chair representing a diversity consistent with Society’s policies and values |
| Selection/ Appointment | Appointed by the Executive Board upon recommendation from the outgoing committee. |
| Term | Terms coincide with Society operating year. Member terms are one-year, renewable up to three consecutive years. Chair term is one year, renewable for two years. |
| Expected Commitment | 2-4 hours per month  
The committee will host virtual discussions, documents, notes and resources on their ISA Connect community. |
| Roles and Authorities | Makes Recommendations to the Executive Board  
4. Investment in educational development  
5. Updates to the Code of Standard Leadership Practices  
6. Updates to the Code of Ethics  
7. Task forces necessary for strategically-aligned development initiatives |
|                      | Approves  
1. Appointment of a member representative to NCEES |
|                      | Provides Input  
2. Revision and update to existing educational offerings  
3. Development of new educational programs  
4. Revision and update to existing certificates or certifications  
5. Development of new certificates or certifications |
|                      | Monitors  
6. Quality and effectiveness of educational offerings |
| Supporting Documents | Certification Commission Charter |
### Certification Commission

<table>
<thead>
<tr>
<th><strong>Charge</strong></th>
<th>The Certification Commission advises on policies and practices of certification and certificate programs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goals/Responsibilities</strong></td>
<td>1. Support the administration of ISA’s certificate and certification programs</td>
</tr>
</tbody>
</table>
| **Composition** | 7-15 professional members and a chair  
All members must agree not to disclose any confidential information. |
| **Selection/Appointment** | Appointed by the Executive Board upon recommendation from the outgoing commission and Professional Development Committee. |
| **Term** | Terms coincide with Society operating year. Member terms are one-year renewable for up to three consecutive years. Chair term is one year, renewable for two years. |
| **Expected Commitment** | 2 hours per month |
| **Roles and Authorities** | Makes Recommendations to the Executive Board  
1. Certification eligibility requirements  
2. Certification fee structures  
Approves  
1. Test development specifications  
2. The passing scores using a criterion-referenced methodology  
Provides Input  
1. To the Professional Development Committee for consideration with the Executive Board  
Monitors  
1. Industry adoption of certifications and certificates |

### Image and Membership Standing Committee

<table>
<thead>
<tr>
<th><strong>Charge</strong></th>
<th>The Image and Membership Standing Committee is responsible for advising on and facilitating the integration of image and member activities throughout the Society.</th>
</tr>
</thead>
</table>
| **Goals/Responsibilities** | • Review member dues, categories, and discount offerings  
• Review value of membership  
• Work with Sections to support retention and growth  
• Work with Divisions to support retention and growth |
<p>| <strong>Composition</strong> | 8-12 professional members and a chair representing a diversity of Society engagement consistent with the Society’s policies and values. |</p>
<table>
<thead>
<tr>
<th><strong>Selection/ Appointment</strong></th>
<th>Appointed by the Executive Board upon recommendation from the outgoing committee.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term</strong></td>
<td>Terms coincide with Society operating year. Member terms are one-year renewable for up to three consecutive years. Chair: One-year term, renewable for two years. Chair-elect can be suggested at committee discretion.</td>
</tr>
<tr>
<td><strong>Expected Commitment</strong></td>
<td>2-4 hours per month The committee will host virtual discussions, documents, notes and resources on their ISA Connect community.</td>
</tr>
</tbody>
</table>
| **Roles and Authorities** | Makes Recommendations to the Executive Board  
  1. Member dues and discounts  
  2. Member benefits  
  3. Life and senior member definitions  

Provides Input  
1. Activities to support member recruitment and retention  
2. Marketing strategies to communicate and enhance ISA’s image  

Monitors  
1. Member satisfaction  
2. Retention and growth metrics  
3. Global reach  
4. Society image and public relations outreach |
| **Supporting Documents**  | Content Steering Committee |

<table>
<thead>
<tr>
<th><strong>Content Steering Committee</strong></th>
<th><strong>Content Steering Committee</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Charge</strong></td>
<td>This committee facilitates the implementation and adoption of a Society-wide content strategy. Supports identifying, validating, and coordinating technical content for ISA members and the automation community by connecting and engaging ISA resources. Assists the society in coordinating all content to ensure high quality content, products, and services are identified and delivered for the benefit of Society members and the automation community.</td>
</tr>
<tr>
<td><strong>Goals/Responsibilities</strong></td>
<td></td>
</tr>
</tbody>
</table>
  • Ensures the ISA organization is collaborating and aligned with a Society-wide content strategy framework.  
  • Reviews the content strategy framework and makes recommendations.  
  • Reviews and recommends technical topics for the ISA content taxonomy framework.  
  • Reviews technical topics within the ISA content matrix and recommends prioritization.  
  • Works with staff to implement and communicate content plans across the society. |
| **Composition**               | 8-10 professional members  
Technical subject expertise as needed from the following groups, with diversity in a manner consistent with the Society’s values and policies:  
  • Divisions  
  • Publications |
### Scholarship Selection Committee

**Charge**
The Scholarship Selection Committee supports the award of funds from the ISA Educational Foundation by overseeing the selection process.

**Goals/Responsibilities**
Ensure the long-term success of the ISA Education Foundation while supporting the continuing education of those pursuing higher education in fields related to automation.

**Composition**
5-12 professional members
<table>
<thead>
<tr>
<th><strong>Selection/ Appointment</strong></th>
<th>Appointed by the Executive Board upon recommendation from the outgoing committee.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term</strong></td>
<td>Terms coincide with Society operating year and are one-year, renewable up to three consecutive years.</td>
</tr>
<tr>
<td><strong>Expected Commitment</strong></td>
<td>8-10 hours during selection</td>
</tr>
</tbody>
</table>
| **Roles and Authorities** | Makes Recommendations to the Executive Board  
  1. Criteria for the scholarship awards  
  2. Dollar amount of each scholarship  
  3. Recipients for each scholarship  
  Provides Input  
  1. Procedures for application and review  
  Monitors  
  1. Number of applications versus total awards  
  2. Diversity of applications and awards |

**GEOGRAPHIC ASSEMBLY**

Geographic Assembly

<table>
<thead>
<tr>
<th><strong>Geographic Assembly</strong></th>
<th>The Geographic Assembly serves as an advisory and activity body reporting to the Executive Board and responsible for administering and overseeing the conduct of Section and District activities as delegated to it by the Executive Board.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group Type</strong></td>
<td>Assembly</td>
</tr>
<tr>
<td><strong>Sponsor</strong></td>
<td>Executive Board</td>
</tr>
</tbody>
</table>
| **Goals/Responsibilities** | 1. Promote efficient and effective District and Section operations  
  2. Facilitate interchange of best practices  
  3. Identify resources to facilitate healthy sections |
| **Composition**         | All District Vice Presidents, Vice President-elects, and a chair. Chair is non-voting and may not be a current District leader.  
  District Vice Presidents and Vice President-elects are elected in accordance with Society policy for District Elections. The Chair is elected by the Assembly from nominations approved by the Executive Board. |
| **Selection/ Appointment** | Terms coincide with Society operating year and positions. Chair term is one year, renewable for up to three consecutive years. |
| **Term**                | Terms coincide with Society operating year and positions. Chair term is one year, renewable for up to three consecutive years. |
District Leadership Conference Committee

<table>
<thead>
<tr>
<th><strong>District Leadership Conference Committee</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Charge</strong></td>
</tr>
<tr>
<td><strong>Group Type</strong></td>
</tr>
<tr>
<td><strong>Sponsor</strong></td>
</tr>
</tbody>
</table>
| **Goals/Responsibilities** | 1. Coordinate the schedule of all District meetings  
2. Provide support in agenda creation  
3. Provide support in resource and speaker identification |
| **Composition** | 3-4 professional members; chair is chosen by the group |
| **Selection/Appointment** | Appointed by the chair of the Geographic Assembly |
| **Term** | Terms coincide with Society operating year. Terms are one-year renewable for up to three consecutive years. |
| **Expected Commitment** | 2 hours per month |
### Section Health Committee

<table>
<thead>
<tr>
<th><strong>Section Health Committee</strong></th>
<th><strong>Section Health Committee</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Charge</strong></td>
<td>The Section Health committee provides additional support for a District Vice President, as requested.</td>
</tr>
<tr>
<td><strong>Group Type</strong></td>
<td>Committee</td>
</tr>
<tr>
<td><strong>Sponsor</strong></td>
<td>Geographic Assembly</td>
</tr>
</tbody>
</table>
| **Goals/Responsibilities**  | 1. Offer guidance and support to sections which have leaders but are struggling to be a healthy section  
2. Identifies trends in health metrics  
3. Recommends programs to improve health of sections |
| **Composition**             | 3-4 professional members; chair is chosen by the group |
| **Selection/ Appointment**  | Appointed by the chair of the Geographic Assembly |
| **Term**                    | Terms coincide with Society operating year. Terms are one-year renewable for up to three consecutive years. |
| **Expected Commitment**     | 2 hours per month           |

### GA Budget Committee

<table>
<thead>
<tr>
<th><strong>GA Budget Committee</strong></th>
<th><strong>GA Budget Committee</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Charge</strong></td>
<td>The GA Budget committee assists with the coordination of the operating budget allocated to Districts.</td>
</tr>
<tr>
<td><strong>Group Type</strong></td>
<td>Committee</td>
</tr>
<tr>
<td><strong>Sponsor</strong></td>
<td>Geographic Assembly</td>
</tr>
</tbody>
</table>
| **Goals/Responsibilities** | 1. Coordinates the collection of budget requests from each District  
2. Consolidates, reviews, and makes recommendations for budget request submitted for Board approval  
3. Monitors appropriate usage of allocated funds |
| **Composition**         | 3-4 professional members; chair is chosen by the group |
| **Selection/ Appointment** | Appointed by the chair of the Geographic Assembly |
| **Term**                | Terms coincide with Society operating year. Terms are one-year renewable for up to three consecutive years. |
| **Expected Commitment** | 2 hours per month       |
DISTRICTS (DIS)

DIS 1 Purpose
The basic objective of the District organization is to enhance the effectiveness of Section activities through communication programs including meetings, newsletters and correspondence.

DIS 2 District Organization
All ISA Sections have been grouped into Districts in accordance with the policies of the ISA Executive Board and the requirements of the ISA Bylaws. Each District elects a District Vice President responsible for overseeing the activities of the District.

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

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

DIS 2.1 District Vice President and Vice President-elect
Each District is led by a District Vice President. Each Vice President-elect shall serve as the understudy for the incumbent officer of the District for which elected.

DIS 2.1.1 Qualifications
Any Member, Honorary Member, Fellow, Senior Member, Life Member or Life Fellow who is a member of a Section in the District is eligible for election as District Vice President. [Bylaws Article X, Paragraph 2] Section leadership experience is desirable.

DIS 2.1.2 Term
The terms of both the Vice President and Vice President-elects are two years in length, beginning on 1 January of the year their term begins. [Bylaws Article X, Paragraph 3] The even numbered District Vice Presidents shall take office at the beginning of the odd numbered years and the odd numbered District Vice Presidents shall take office at the beginning of the even numbered years. The District Vice President-elect will automatically succeed to the position of District Vice President.

DIS 2.1.3 Election
Each District of the Society will have one District Vice President, and one District Vice President-elect. The District Vice Presidents-elect, shall be elected by a majority vote of the Society delegates of the District, one vote per delegate.

DIS 2.1.4 Vacancy in Office
If a Vice President is unable to complete their term, the Vice President-elect will serve the balance of the preceding Vice President’s term, and then serve their own term as Vice President. If a vacancy occurs in the position of District Vice President and there is no District Vice President-elect, a special election shall be held by the Section delegates of that District to fill the office.

DIS 3 Responsibilities
Each District Vice President and District Vice President-elect is a member of the Geographic Assembly. The Geographic Assembly coordinates activities of the Sections, helping to ensure that ISA members are being served adequately through their Section affiliation.

DIS 3.1 District Vice President Duties
Each District Vice President represents the members and Sections in the District in the considerations and actions of the Geographic Assembly and the Society; and continually conveys in both directions the information and advice essential to the Society’s and its various unit’s success. Working with the Section leaders, the District Vice President provides guidance and support relative to Society activities, policies, programs, services, and operations with the goals of with strengthening activities of the Sections, increasing membership and improving member relations.

DIS 3.1.1 Section responsibilities of the District Vice President
a) Keeps the Sections informed of policies and actions of the Executive Board and Geographic Assembly. Calls meetings of Section officers, delegates, or District committees as desired, or upon instruction of a majority of Society delegates within the District.
b) Maintains liaison with Section officers, including requesting quarterly reports of Section activities.
c) Assists in the formation of Sections and Student Sections in the District and presents petitions for charter to the Geographic Assembly.
d) Recommends revocation of Section and Student Section charters in the District for approval by the Geographic Assembly.
e) Advises Sections on legal, financial, and accounting practices, or refers Sections leaders to ISA staff for information.
f) Assists Section officers in communication with the ISA Executive Board, Geographic Assembly, ISA staff and other organizational units of the Society.
g) Keeps informed about local Sections of other technical societies in the District and how their activities may impact ISA membership and ISA Section relationships in the District.

DIS 3.1.2 District responsibilities of the District Vice President
a) Provides an annual business plan (goals and objectives). The business plan will be used by ISA Headquarters to develop the District financial budget. The plan may include travel support needed for District Vice President and District Vice President-elect.
b) Promotes and coordinates Society activity in the District,
c) Establishes District chairs and Committees as needed to support Section activities and membership growth and retention.
d) Maintains liaison with Committees within the District as well as with officers of the Society. Serves as liaison representative between the District and ISA staff.
e) Plans an orientation workshop or similar function for the purpose of informing and training incumbent and incoming Section, Region and District officers. The District Vice President may call upon ISA staff for help and assistance in coordinating this function.
f) Chairs the District Council meeting in conjunction with the Council of Society Delegates meeting. The District Vice President presents an annual report to the delegates of the District, conducts required District elections, and transacts other business as necessary. (See also CSD 3.4)
g) Arranges for the annual District Nominating Committee meeting which is to be conducted in accordance with the Bylaws [Article XI, Paragraph 2].
h) Represents the Society at ISA and ISA related functions in the District.
i) Nominates chairs for each District function within the District Organization Chart for the following year by January 1 before the term begins. The list of nominees is sent to Society Headquarters. If appointees are not needed for each function, this should be indicated on the list of nominees sent to Headquarters.
j) Forwards files and other materials to the elect by the time when the elect is to take office.

DIS 3.1.3 Assembly responsibilities of the District Vice President
a) Participates in the deliberations and actions of the Geographic Assembly. Responsible, as a member of the Assembly, to the Society as a whole.
b) Provides an annual report of District activities to the Assembly chair by 10 December to provide the Assembly chair time to compile the report for the Executive Board.
c) Represents the views of the Sections in the District on the conduct of Society affairs,
d) Recommends members from the District to serve on Society committees.
e) Keeps Geographic and Technical Assembly Vice Presidents informed of plans, programs and publicity for Society conferences, symposia and exhibits scheduled for the District.
DIS 3.2 District Vice President-elect Duties

3.2.1 Section responsibilities of the District Vice President-elect
   a) At the discretion of the District Vice President.

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

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

DIS 3.3 District Council

DIS 3.3.1 Purpose
The District Council advances the Society’s objectives in the District by serving as an advisory group to the District Vice President on all matters affecting the District and shall meet per DIS 4.

DIS 3.3.2 Organization
The District Council is chaired by the District Vice President and is comprised of the following District officers: Vice President-elect, Secretary, Nominator, Society delegates and chair of all District Committees. It functions much like a District Assembly of directors.

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

DIS 3.3.3 Responsibilities
Under the guidance of the District Vice President, the District Council has opportunities to enhance Society activities in the following ways:
   a) Plan and coordinate District activities to provide maximum service to the District and Sections.
b) Initiate action by the Geographic Assembly on policies and programs which will strengthen the activities and unify the objectives of ISA in the District and Sections.

c) Implement the Society’s programs in the District.

d) Evaluate Section progress and determine means of strengthening Sections.

e) Urge each Section to appoint chair to serve on District Committees.

f) Plan for membership growth in the District, including the formation of new Sections.

g) Help Sections improve the quality of their programs and monthly meetings to better meet the diversified needs and interests of their membership.

h) Assist Sections in planning the extension of their professional development and education programs.

i) Guide Sections in developing regular bulletins that provide effective communications.

DIS 3.4 District Nominator and Alternate Nominator
The District nominator is responsible for assisting in identifying outstanding nominees for the office of District Vice President and for the position of District nominator and District alternate nominator.

DIS 3.4.1 Qualifications
The nominator and alternate must be a present or former Section President or a former District or Department Vice President or former Society Officer but shall not be a current member of the Executive Board or Geographic or Technical Assemblies.

DIS 3.4.2 Term
The longest continuous period a person may serve a District in either District nominator or alternate nominator capacities is four years.

DIS 3.4.3 Election
The nominator and alternate nominator from each District are elected biennially for a two-year term, by the members of the District Council.

DIS 3.4.4 Responsibilities
a) The District nominator serves as a voting member of the District Council.

b) The District nominator serves as chair of the District Nominating Committee. In the event the nominator is unable to serve the alternate assumes the responsibilities of nominator.

c) Ensures that candidates for District Vice President-elect meet all requirements with assistance of ISA staff.

d) May seek out and nominate Section members who qualify for and are deserving of Society office.

e) May seek out and bring to the attention of the District Vice President or others deserving members with the potential to assume positions of responsibility in the Society.

f) Chairs at least one orientation session annually to explain how elections are handled, preferably in conjunction with the District Leadership Conference.

h) Sends out notification to Section Presidents and Society delegates and alternates immediately upon election of the District Vice President-elect and any other positions.

DIS 3.4.4.1 District Nominating Committee
The District Nominating Committee is composed of the Society delegates from all Sections in the District. Committee meetings are at the discretion of the nominator or the District Vice President. The Committee selects outstanding nominees for the office of District Vice President and for the position of District nominator and District alternate nominator. See also DIS 3.4.3 and DIS 5.3 for election procedures.

DIS 3.5 Other potential District Roles
The following roles have been identified historically as opportunities for volunteer engagement within a District and may be filled as needed.

DIS 3.5.1 District Leadership Conference Coordinator
To plan, coordinate and oversee implementation of the annual section leaders’ workshop conducted by the District.
DIS 3.5.2 District Membership Committee Chair
To help each Section in the District attain maximum membership growth through effective local membership services, adequate promotion, and the establishment of new Sections and Student Sections.

DIS 3.5.3 District Program Committee Chair
To help each Section in the District offer regular programs which yield maximum educational benefit to all members and potential members.

DIS 3.5.4 District Professional Development (or Education) Committee Chair
To help each Section in the District establish a comprehensive program of education activities which yield maximum benefit to all members and potential members.

DIS 3.5.5 District Honors & Awards Committee Chair
To recommend nominees for District and Society awards, to stimulate Section participation in the Society’s Honors & Awards program, to encourage Section participation in the Section Performance Award competition and in the nomination of deserving senior members for the grade of Fellow.

DIS 3.5.6 District Standards & Practices Committee Chair
To help assure the proper review of ISA draft standards; to promote and publicize the Society’s Standards & Practices program; to encourage the widespread acceptance and use of ISA standards; and to urge qualified individuals to participate in the Standards & Practices program.

DIS 3.5.7 District Publications Committee Chair
To help each Section in the District develop an awareness of the Society’s total publications effort; to facilitate publicity of Section activities; and to solicit Section and Member participation in the content of Society publications and in the development of new publications that may serve member needs.

DIS 3.5.8 District Student Section Liaison Representative
Works with the student section liaison representatives to provide support and guidance to both regular and student sections that will enable ISA to realize increased interaction and involvement with student members. Facilitates communication between the student section, the regular section, and the District.

DIS 3.5.9 District Technical Liaison Committee Chair
To establish effective two-way communication between Sections, Divisions and Standards Committees; to assist in disseminating information on division and Standards activities to local Sections; to establish a procedure by which divisions and Standards Committees can provide programs and speakers for local Section activities; Sections encourage local technical meeting presenters to participate/present at division symposia; and to urge Section members to join divisions and Standards Committees.

DIS 3.5.10 District Secretary
Records minutes of all District Council meetings and submits to the chair for review. The Secretary receives meeting minutes of committees including the District Nominating Committee to maintain continuity of the District records.

DIS 3.6 Appointments
The District Vice President establishes District Committees; may establish other committees for special needs of the District; and appoints the chair of all District committees.

DIS 3.7 Financial Controls
Districts are not independent legal entities and may not enter into contracts and letters of agreement for the purpose of conducting activities which enhance the benefit and value of the Sections within the District, for example, District Leadership Conferences. All proposed contracts to support District activities must be executed by the ISA Executive director or designee in the name of ISA or by a validly incorporated ISA Section.
Each District Vice President is responsible to facilitate and ensure effective oversight of their respective budgeted activities including travel expenses and, if held, the District Leadership Conference.

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

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

**DIS 4 Administration**

**DIS 4.1 Meeting Procedures**
Meetings of the District Council and District Nominating Committee shall be conducted according to the ISA Policies and Operational Guidelines, Conduct of ISA Business Meetings.

**DIS 4.2 Frequency of Meetings**
The District Council holds at least one meeting each year in conjunction with the annual meeting of the Society. Additional meetings are at the discretion of the District Vice President, but it is recommended that the District Council meet at least three times each year.

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

**DIS 4.3 Reporting Frequency**
The District Vice President provides an annual report of District activities to the Geographic Assembly chair. (See DIS 3.1)

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

**DIS 5 Procedures**

**DIS 5.1 District Formation Guidelines**
The following guidelines are provided to determine when it is appropriate to establish a new District and redistribute Sections among remaining Districts. This task is the responsibility of the Geographic Assembly.

**DIS 5.1.1 District Formation Criteria**

a) Number of Members
   1. Total number of Society members divided by (current number of districts + 1), less 25%
      Example: (10,000 members / (9 districts +1)) x (1-0.25) = 750 members
   2. Minimum number of non-student members is 60% of criteria a) 1.

b) Agreement of 80% of members as represented by the Section delegates for sections involved in the realignment

c) If an application is within 60% of criteria a) and b) above, then the applicant can be assigned a District in Formation designation for a period of no longer than five years.

d) A District in Formation status must be evaluated annually by the Geographic Assembly to monitor the progress of the District in formation and assess where assistance may be required.

**DIS 5.1.2 Procedure for new District formation**
An application for a new District must be submitted to the Geographic Assembly. This application should include:

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

DIS 5.2 District Leadership Conferences
The District Leader Conference coordinator, the District Vice President, or designee may plan, coordinate and oversee implementation of a Section leaders workshop for their District. The purpose of this event is to provide training to Section leaders, an opportunity for the District Council to meet, and for the District Vice President to share items of relevance with the Section delegates and leaders.

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

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

DIS 5.3 Election of District Vice President-elect
The District Vice Presidents-elect shall be elected by a majority vote of the Society delegates of the District, one vote per delegate, as defined in Article XI, Paragraph 3, d, of the Bylaws.

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

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

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

**ASSEMBLY OF TECHNICAL VICE PRESIDENTS (TEA)**

**TEC 1 Purpose**
The Assembly of Technical Department Vice Presidents promotes interchange of information, cooperation, and coordination of activities among technical departments as well as with the other Society groups. The Assembly will provide budget oversight for activities not covered by the Geographic Assembly. The Assembly will act on matters delegated to it by the Executive Board within the parameters established by and under the oversight of the Executive Board.
TEC 2 Organization

Assembly Membership

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

Assembly Chair

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<tr>
<td>a</td>
<td>Chair nominated by</td>
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<tr>
<td>b</td>
<td>Chair approved by</td>
</tr>
<tr>
<td>c</td>
<td>Chair qualifications/restrictions</td>
</tr>
<tr>
<td>d</td>
<td>Chair Term</td>
</tr>
<tr>
<td>e</td>
<td>Chair reappointment</td>
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</table>

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

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

TEC 3 Responsibilities

The Technical Assembly has the following responsibilities:

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

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

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

TEC 3.1 Appointments
The Technical Assembly is responsible to select individuals to staff various Society committees. The appointments are to be approved by the entire Technical Assembly, with terms generally beginning on 1 January, or as outlined elsewhere in this MOC. Following is a list of appointments to be approved by the Technical Assembly:

<table>
<thead>
<tr>
<th>Group</th>
<th>MOC ref</th>
<th>Appointee qualifications</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference &amp; Exhibit Oversight Committee</td>
<td>TEC 6.1.1</td>
<td>See TEC 6.1.2</td>
<td>See TEC 6.1.2</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>EXB 6.4.2</td>
<td>Assembly chair is an ex-officio member</td>
<td>One</td>
</tr>
<tr>
<td>Nominating Committee</td>
<td>EXB 6.7.2</td>
<td>leaders with experience in operational aspects of ISA</td>
<td>Three</td>
</tr>
<tr>
<td>Standards &amp; Practices Department</td>
<td>S&amp;P 2.1</td>
<td>Director appointments</td>
<td>As required</td>
</tr>
<tr>
<td>S&amp;P External Organization Liaisons</td>
<td>S&amp;P 3.4</td>
<td>See S&amp;P 3.4</td>
<td>As required</td>
</tr>
</tbody>
</table>

TEC 3.2 Nominations
The Technical Assembly is responsible to provide nominations of candidates who will be considered for placement on the appropriate ballot. These candidates will be submitted to the ISA staff by the published nomination deadline.

<table>
<thead>
<tr>
<th>Group</th>
<th>Bylaws ref</th>
<th>Appointee qualifications</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Board</td>
<td>Art. XIII, Para. 1</td>
<td>leaders with experience in technical aspects of ISA</td>
<td>Minimum of two</td>
</tr>
</tbody>
</table>

TEC 4 Administration

TEC 4.1 Meeting Procedures
Meetings of the Technical Assembly shall be conducted according to the Operational Guidelines for Meetings.

TEC 4.2 Frequency of Meetings
The chair is authorized to call meetings, to conduct business of the Assembly and to administer the Assembly’s affairs in accordance with the policies and procedures of the Society.

TEC 4.3 Reporting Frequency
Periodic reports of the Assembly’s activities are made by the chair to the Executive Board. A written report is submitted to the Executive Board as requested. Official files of correspondence and records are maintained by the staff designee.

TEC 5 Procedures
Technical Assembly members collectively meet to:

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

TEC 6 Committees
The Technical Assembly may establish committees and, as appropriate, assign oversight to a designated Assembly member. Committee members and chair appointments and approvals are intended to be completed before 31 December with all terms beginning on 1 January.

Conference and Exhibit Advisory Committee

<table>
<thead>
<tr>
<th>Conference &amp; Exhibit Advisory Committee</th>
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<tr>
<td><strong>Charge</strong></td>
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</tbody>
</table>
| The Conference & Exhibit Advisory Committee assures that ISA events are consistent with Society strategic plans, policies, and current needs of the membership and other segments of the automation community.  
Staff is responsible for planning and implementation of Society events. This includes conducting market research, choosing sites and facilities, preparing the annual business plans, executing all contracts, selling exhibition space, marketing and promoting the events, managing and administering the financial aspects of the events, and scheduling and facilitating all activities associated with the conferences and exhibits.  
Conference committees are responsible for selecting papers, presentations, and speakers. |
| **Goals/Responsibilities**             |
| The Conference & Exhibit Advisory Committee is responsible for the following:  
a) Provide advice on the schedule of all ISA events, working with staff and affected Society units.  
b) Ensure planned ISA events are consistent with the objectives of the Society Strategic Plan.  
c) Advise the Technical Assembly and Executive Board of member, market, or economic conditions that may affect the successes of the ISA events.  
d) Work with staff and volunteers to identify potential improvements in ISA event technical content.  
e) Review and suggest updates to the POG ISA Events and Exhibits Policy.  
f) Review results of ISA events.  
g) Work with all affected Society units to communicate the Society policy regarding site selection, facilities and contracts as described in the POG ISA Events and Exhibits Policy. |
| **Composition**                        |
| Maximum of nine, including chair  
Qualifications  
- Experience with ISA events and knowledgeable in current technical trends  
- Leadership at the Society-level, current and/or past  
- Member of Finance Committee desirable |
| **Selection/ Appointment**             |
| • Appointed by Committee chair  
• Approved by Technical Assembly |
| **Term**                              |
| Two years, staggered |
| **Expected Commitment**               |
| • 2 hours per month  
• No travel requirements |
TEC 6.2 Technology Search Committee

TEC 6.2.1 Purpose
The Technology Search Committee is charged to identify and evaluates new technical areas of interest to ISA, and to make recommendations to the Technical Assembly as whether or not to pursue the technology with the resources of ISA.

TEC 6.2.2 Organization

Committee Membership

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

Committee Co-chairs

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

TEC 6.2.3 Responsibilities
The Technology Search Committee has the following authorized responsibilities:

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

TA 6.2.4 Administration
The co-chair may appoint subcommittees, ad hoc committees, and liaisons as needed to carry out the responsibilities of the committee.

TA 6.2.4.1 Frequency of Meetings
The Technology Search Committee meets with such frequency as may be necessary to carry out its business. A schedule of meetings shall be established by the co-chairs, with the concurrence of the members.

TA 6.1.4.2 Reporting Frequency
Periodic reports of the committee’s activities are made by the chair to the Technical Assembly and the Executive Board. A written report is submitted as requested.

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

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

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

DEPARTMENTS (DEP)

DEP 1 Purpose
ISA departments exist to provide direction and for the various activities undertaken by the Society. Departments focus on the technical aspects of the Society and are created and dissolved at the discretion of the Executive Board. The departments are grouped in the Technical Assembly.

DEP 2 Department Organization

DEP 2.1 Department Vice President and Vice President-elect
Each department is led by a Department Vice President. Each Vice President-elect shall serve as the understudy for the incumbent officer of the department for which elected.

DEP 2.1.1 Qualifications
Any Member, Honorary Member, Fellow, Senior Member, Life Member or Life Fellow is eligible for election as Department Vice President. Department leadership experience is desirable.

DEP 2.1.2 Term
The terms of both the Vice President and Vice President-elects are two years in length, beginning on 1 January of the year their term begins. The Vice President-elect will assume the position of Vice President upon the completion of the Vice President’s term.

DEP 2.1.3 Election
Each department of the Society will have one Department Vice President, and one Department Vice President-elect. The Department Vice Presidents-elect, shall be elected during the annual Society elections, by a plurality of the votes cast by eligible voting members as defined in Article IV, Section 8, of the Bylaws.

DEP 2.1.4 Vacancy in Office
If a Vice President is unable to complete their term, the Vice President-elect will serve the balance of the preceding Vice President’s term, and then serve their own term as Vice President. If a vacancy occurs in the position of Department Vice President and there is no Department Vice President-elect, an interim appointment will be made by the Executive Board until the next regular Society elections. [Bylaws X Paragraph 4, e]
DEP 2.2 Department Directors
Use of the term “director” within the Society departments is reserved for individuals who report directly to the Department Vice President. Only directors are voting members of the departments. Directors are commonly charged with leading committees.

DEP 2.2.1 Qualifications
Any Member, Honorary Member, Fellow, Senior Member, Life Member or Life Fellow is eligible for election as Department Vice President. Department leadership experience is desirable.

DEP 2.2.2 Term
Directors are appointed for a two year and can be reappointed with no term limit.

DEP 2.2.3 Appointment
The Department Vice President is responsible for director and/or director-elect appointments which require approval of the Technical Assembly.

DEP 3 Responsibilities
The departments are responsible for administering and overseeing the activities of the department within the authority delegated by the ISA Executive Board.

DEP 3.1 Department Vice President Duties
a) Manages the activities of the department for which elected and handles such other responsibilities as the ISA Executive Board assigns.
b) Presides over all department meetings.
c) Provides sufficient training for the Department Vice President-elect to assure a smooth transition at the end of the term of office.
d) Reports to Executive Board on activities of the department.
e) Provides a written annual report of department activities to the Society President by 31 December. This report could include:
   • Commentary on performance vs. budget and value provided to the automation community.
   • Proposed changes in department activities with a forecast of financial implications.
   • Identification of new opportunities for the department.
f) Works with department directors and staff to develop proposals for activities in support of the Society’s strategic goals and submit to the Executive Board, with supporting information, for their action.
g) Works with department directors and staff in the development of the Society annual budget and makes recommendations to the Executive Board prior approval of the Society budget.
h) Monitors Society approved relationships with other organizations that have been assigned to the departments.
i) Serves as a member of the Credentials Committee for the Council of Society Delegates.
j) Forms committees and makes committee appointments within the department as needed. Further, the Vice President may:
   • Counsel the chair in staffing their committee and in providing for succession of leadership.
   • Exercise general direction of chairs’ plans and activities, evaluates their progress and results, and attends as many committee meetings as practical.
   • Communicate the committees’ recommendations or the results of special studies to the Executive Board or to other Society units.
k) Prepares an oral report for presentation at the Leaders Meetings as requested.
l) Works with department directors to identify and submit candidates for Vice President-elect on a biannual basis. It is highly desirable for each department to submit more than one candidate.
m) Submits department director and/or directors-elect appointments to the Technical Assembly for approval at the Annual Leadership Conference.
n) Maintains files and records that provide continuity in policies, plans and procedures, and transmits them to the Vice President-elect at the conclusion of the Vice President’s term.
DEP 3.2 Department Vice President-elect Duties
During the elect term the Vice President-elect is expected to become thoroughly familiar with the organization, activities and plans of the department so that, upon assumption of the office of Vice President, there will be continuity in the direction of the department.

a) Serves as understudy for the current Vice President and assists in the administration of the department.
b) Attends meetings of the department and its organizational units as needed to advance department objectives.
c) Participates in all planning for the department, and especially in those plans to be implemented during subsequent years.
d) Works with the Department Vice President to develop depth of department leadership so that, when the office is assumed, capable nominees are available.
e) Cooperates with the Vice President in writing the section of the annual report to the President on future plans, programs, organization and activities of the department.
f) Serves as a director of the Strategic Planning Department.
g) Participates in the Technical Assembly meetings.
h) Temporarily assumes the duties of Department Vice President when needed.
i) Receives copies of all correspondence to and from the Vice President.

DEP 4 Administration
Refer to the specific department MOCs for details regarding meetings and activities.

DEP 4.1 Meeting Procedures
Meetings of the departments shall be conducted according to the Operational Guidelines for Meetings.

DEP 4.2 Frequency of Meetings
Departments normally meet at each Leaders Meeting. The Vice President of each department is authorized to call meetings to conduct business of the department and to administer the department’s affairs in accordance with the policies and procedures of the Society. Additionally, committees or subcommittees for various activities may meet at the discretion of the Department Vice President.

DEP 4.3 Reporting Frequency
Periodic reports of department activities are made by the Vice President to the Executive Board. A written report is submitted to the Executive Board as requested. Official files of correspondence and records are maintained by the staff designee.

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

DEP 5 Procedures
Refer to the specific department MOCs for details regarding procedures.

DEP 6 Committees
Each department may establish committees. Members and chair appointments and approvals are intended to be completed before 31 December with all terms beginning on 1 January.

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

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

Chairs of the committees are expected to:

a) Staff their committees with an adequate number of capable individuals and provide for succession to their chairs.
b) Set objectives and plan their activities for at least one year, and for such additional years as may be practical.
c) Call and hold meetings as needed to accomplish their objectives. Send copies of meeting notices to the Vice President.

d) Provide or assure the provision of minutes of meetings to committee members and to the Vice President.

e) Be prepared to deliver report of committee accomplishments and recommendations within 30 working days of request by the Vice President.

f) Provide news stories on committee activities to the Society newsletter.

g) Provide written notice of appointments, reappointments or terminations of committee members to the Vice President.

h) Maintain a manual of organization for committees and propose revisions, as needed, to the Vice President.

i) Maintain files and records that provide continuity in policies, plans and procedures and transmit them to the succeeding chairs.

j) Assign a person to act as a secretary to keep minutes and records for the committee. Typically this would be the staff assigned to support the committee.

Automation and Technology AND Industries and Sciences Departments

| **Charge** | **Automation and Technology Department**  
| **Industries and Sciences Department** |
|---|---|
| The Departments serve as a coordinating and advisory body to support the Society’s divisions within the authority delegated by the Executive Board. |

| **Goals/Responsibilities** | 1. Encourage and support division collaboration  
| 2. Administer Department and Division recognition  
| 3. Promote cooperative section/division programs |

| **Composition** | Vice President, Vice President-elect, Division Directors, and Division Director-elects. |

| **Selection / Appointment** | Vice President is elected in the Society election. Division Directors and elects are selected by each division. |

| **Terms** | Terms coincide with Society operating year. |

| **Expected Commitment** | 2-4 hours per month plus attendance at leader meetings. The departments will host virtual discussions, documents, notes and resources in the Division Leader community in ISA Connect. |

| **Roles and Authorities** | **Makes Recommendations to the Executive Board**  
| 1. Policies related to divisions  
| 2. Programs related to divisions  
| 3. Resources (budget) related to divisions |

| **Provides Input** | 1. Technical content development  
| 2. Mutually beneficial relationships with related technical and scientific organizations |

| **Monitors** | 1. Division compliance  
| 2. Division health  
| 3. Division membership |
PUBLICATIONS DEPARTMENT (PUB)

PUB 1 Purpose
The Publications Department provides oversight of all publications activities of ISA which include but are not limited to books, standards, proceedings, periodicals, directories, software, information services and such other publishing or information activities of the Society or its subsidiaries as may be initiated upon approval of the Executive Board.

PUB 2 Organization

PUB 2.1 Department Membership

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<td>Director reelection/reappointment</td>
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It is desirable for directors to have a background in business management and/or automation technology and bring to the position financial understanding of publishing. Due to the specialized nature of the Publications Department’s work, every effort should be extended to retain, within the department, past Publication Department Vice Presidents, directors, and committee members for as long as possible. Committee appointees should be selected with long-term commitments in mind.

PUB 3 Responsibilities
The Publications Department is responsible for recommending policy and monitoring of the quality and effectiveness of all ISA publications. The Publications Department has the following responsibilities:

a) Shares in the determination of Society plans and policies, oversees and recommends publication policy to the Executive Board.

b) Initiates and reviews all proposals involving new publication programs.

PUB 3.1 Department Vice President Responsibilities
In addition to the responsibilities listed in Department MOC Section DEP 3, the Department Vice President is expected to lead the department to develop and implement a comprehensive program of Society publications and related information services that meet the needs of Society members and contribute to advancing the science and technology of automation. In fulfilling this responsibility, the Department Vice President will:
a) Establish appropriate intra-and inter-society channels of communication and liaison contacts
b) Serve as a member of all department committees and editorial boards.
c) Submit two or more candidates for the position of Vice President-elect to ISA staff on a biannual basis.
d) Annually appoint committee chairs and committee members within the department.

PUB 3.2 Department Vice President-elect Responsibilities
In addition to the responsibilities listed in Department MOC Section DEP 3, the Department Vice President-elect works closely with the Department Vice President to provide continuity of the department’s various initiatives. In fulfilling this responsibility, the Department Vice President-elect will:
   a) Serve as a voting member of the Publications Department.
   b) Serve as a voting member of the Strategic Planning Department and should understand the details of the strategic objectives and tactics pertaining to Publications Department.
   c) Serve as a member of all department committees and editorial boards to fully understand the issues in each area.

PUB 3.3 Department Director Responsibilities
For the department to be successful in fulfilling its objectives and responsibilities, directors of the department should:
   a) Serve as a voting member of the Publications Department
   b) Be familiar with the ISA vision, mission, and strategic goals.
   c) Be familiar with the strategic business plan objectives of all Society operating units.
   d) Understand and be prepared to offer constructive comment on ongoing and proposed initiatives of the department.
   e) Be familiar with current best practices and actively work with ISA staff in an oversight and advisory capacity.
   f) Serve as a member of a department committee or editorial board if appointed by the Department Vice President.

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

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

PUB 5 Procedures

PUB 5.1 Technical Paper Review Process
The Publications Department encourages the systematic use of the Society designated paper review forms by all divisions sponsoring conferences at which technical papers are presented.

PUB 5.2 Publication of Technical Papers
The Publications Department is responsible for oversight of Society policies and practices dealing with technical papers and presentations included in Society meetings and publications. See Technical Presentation and Publication Policy included in the Policy and Operational Guidelines document for details.

PUB 5.3 Department Awards
The following awards are presented annually at a department sponsored function typically held in conjunction with the Annual Leadership Conference. Vice President or designee coordinates with ISA staff to have suitably inscribed plaques made for departmental awards.

PUB 5.3.1 Ray Molloy Award
Description: This award is presented in honor of Raymond Molloy, a member who served the Society for many years and in particular as chair of the Publication’s Department Books and Reference Products Committee.

Criteria: The award is presented to the author(s) of the best-selling ISA book for the previous year.

Administration: ISA staff will identify the best-selling ISA book for the previous year.

PUB 5.3.2 John M'Camey Award

Description: This award is presented in honor of John M'Camey, a member who served the Society for many years within the Publications Department as well as the Society as a whole.

Criteria: The award is presented to any promising new author(s) who publishes their first article in one of the Society's publications. The main author must be a regular or student member of the Society. Any article professionally edited will not be eligible.

Administration: Vice President or designee coordinates with ISA staff to determine the most promising new author who is either a student or graduate with less than two years industrial experience.

PUB 5.3.3 Nels Tyring Award

Description: This award is presented in honor of Nels Tyring, a member who served the Society for many years, particularly as the chair of the Journals Editorial Advisory and Oversight Committee.

Criteria: The award is presented to the author(s) of the best article in one of the Society’s journals. Any article professionally edited prior to submission to ISA journals will not be eligible.

Administration: Judging by the journal Editor and staff coordinating with the Vice President or their designee will be based on the original manuscript as submitted to the Society.

PUB 5.3.4 Keith Otto award

Description: This award is presented in honor of Keith Otto, a member who served the Society for many years, particularly as the chair of the InTech Editorial Advisory Board.

Criteria: The award is presented to the author(s) of the best article in InTech magazine. Any article professionally edited prior to submission to ISA journals will not be eligible.

Administration: Judging by the InTech Editor and staff coordinating with the Vice President or their designee will be based on the original manuscript as submitted to the Society.

PUB 5.3.5 Thomas Fisher Award of Excellence for a Standards-Based Reference Publication

Description: This award is presented in honor of Thomas G. Fisher, a member and ISA Fellow who served the Society for many years and in particular as Publications Department Vice President, Editor of ISA Transactions, author of books, contributor to standards committees of ISA84, ISA5.1, ISA95, and driving force of the ISA88 batch control committee.

Criteria: The award is presented to the author(s) of the best new standards-based ISA book in the previous year.

Administration: ISA staff will identify the best new standards-based ISA book for the previous year.

PUB 5.3.6 ISA Transactions Best Paper
Description: This award recognizes the best paper published in *ISA Transactions*. The award will encourage authors, set an example of quality, and add visibility to *ISA Transactions*.

Criteria: The award will be given for the best paper published in the previous calendar year. Criteria for selection will be consistent with the aims and scope of the journal. Criteria will include quality and clarity in the manuscript, degree of utility and applicability of the technique, completeness and comprehensiveness of the work, input from the review process, and expected impact of the work on the research, development, or practice community.

Administration: The *ISA Transactions* editorial staff is responsible for administration of this award using the following timeline.

<table>
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<tr>
<th>May or June</th>
<th>Editor-in-Chief and Associate Editors identify candidates based on articles published in the issues for the prior year.</th>
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<tr>
<td>June</td>
<td>Editor-in-Chief, Associate Editors, and Editorial Advisory Board Members select the best paper from those nominated by the review process and published in the prior year. Each person will rank their selection of top five articles.</td>
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<tr>
<td>June to July</td>
<td>The Editor-in-Chief will compile the data, which will reveal the winner. In the case of a tie, the combined Associate Editors and Editor-in-Chief rankings will act as the tie breaker.</td>
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<tr>
<td>July</td>
<td>- Best paper winner will be selected. - The Editor-in-Chief will inform the Publications Vice President of the winning paper title, citation, and author(s) names and complete contact information. - The Publications Vice President will inform the author(s) for attendance at the presentation, provide the award materials, and arrange for publicity.</td>
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**PUB 6 Committees**
The department may create committees, task forces, and other groups as it determines necessary to support its objectives. Chairs of committees will be appointed by the Vice President and approved by the department, unless otherwise specified below. All groups must have at least one Director of the department serving on the committee, but may have other ISA Members that also serve on the committee.

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

**PUB 6.1 Journals Advisory and Oversight Committee**

**PUB 6.1.1 Purpose**
The Journals Advisory and Oversight Committee actively works with ISA staff in an oversight and advisory capacity. The committee updates the Publications Department on editorial policies, publishing practices, and performance of ISA journals. “Journals” include all journals, magazines, tabloids, and other periodicals.

**PUB 6.1.2 Organization**
The chair is appointed by the Publications Vice President and shall serve as a director of the department. It is desirable that the chair have significant experience in the Publications Department and with its Journal Publications. Committee members are appointed by the Publications Vice President. Terms are for two-years.

**PUB 6.1.3 Responsibilities**
The Journals Advisory and Oversight Committee has the following responsibilities:

a) Act as a focal point within the Publications Department for all activities relating to the journals.

b) Monitor and evaluate members’ expectations of ISA journals as the basis for recommending editorial and circulation policy, and standards of editorial excellence and business performance.
c) Monitor and evaluate the performance of ISA journals with respect to policies and goals approved by the ISA Executive Board and advise the Vice President accordingly.
d) Identify potential sources of journal publications materials to the Publications Vice President.
e) Act as instructed by the Publications Vice President in any other matter pertaining to journals activities.

PUB 6.1.4 Administration
Meeting procedures, frequency of meetings, and reporting frequency are consistent with the information provided in DEP 4. If any unique administration requirements for the committee are identified they can be documented in this section as needed.

PUB 6.1.5 Procedures
The Journals Advisory and Oversight Committee meets to support the activities of the Publications Department as required.

PUB 6.2 InTech Editorial Advisory Board

PUB 6.2.1 Purpose
The InTech Editorial Advisory Board plays an important role in maintaining the quality of InTech. The Editorial Board members work with the Editor to review articles and provide direction and oversight for various sections in the journal. Editorial Board members provide peer review of manuscripts sent to the journal and provide a recommendation to the editor regarding suitability of the manuscript for publication in InTech. Editorial Board members also encourage the submission of articles to InTech.

PUB 6.2.2 Organization
The chair is appointed by the Publications Vice President and shall serve as a director of the department and as a member of the Journals Advisory & Oversight Committee. The InTech Editorial Advisory Board or Journals Advisory & Oversight Committee chair may recommend a chair to the Vice President. The chair term is two years.

The InTech Editorial Advisory Board consists of six to ten members appointed by the Publications Vice President. An individual’s knowledge, experience and ability to attend all regular and special meetings are prime considerations in the selection of committee members. Each Board member serves for three years.

The Publisher, Publications Vice President and Publications Vice President-elect serve as ex-officio members of the Board.

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

PUB 6.2.3 Responsibilities
The InTech Editorial Advisory Board has the following responsibilities:
   a) Meet regularly with the Publisher and editorial staff members designated by the Publisher.
   b) Undertake studies and advisory projects which will benefit overall editorial planning.
   c) Recommend topics, as well as potential authors, for special articles and surveys.
   d) Keep aware of other publications in order to evaluate stature and content of the Society’s journal as compared to similar publications.
   e) Review the annual editorial calendar prior to general publication and distribution.
   f) Routinely review and provide feedback to the editorial staff on InTech feature articles.

PUB 6.2.4 Administration
Meeting procedures, frequency of meetings, and reporting frequency are consistent with the information provided in DEP 4.

The Publisher, or their designee, schedules and convenes meetings with the approval of the Publications Vice President.
The Publisher, or their designee, is responsible for recording minutes and distributing them to InTech Editorial Advisory Board members. All minutes and reports are confidential. Files of minutes and/or reports are maintained by the Publisher or their designee.

PUB 6.2.5 Procedures
The InTech Editorial Advisory Board meets to support the activities of the Publications Department as required.

STANDARDS & PRACTICES DEPARTMENT (S&P)

S&P 1 Purpose
The ISA Standards & Practices Department recommends policy and provides guidance for ISA standards and practices activities, including ISA staff and standards committees. The Standards & Practices Department is responsible for preparing and publishing ISA standards that meet ISA, International Electrotechnical Commission (IEC), and American National Standards Institute (ANSI) requirements for due process and criteria for approval. The Standards & Practices Department applies for and maintains ISA’s accreditation as an ANSI standards developing organization. Liaison and cooperative action is maintained with other organizations.

The Standards & Practices Department and its committees focus on the development, adoption, review and revision of various national and international standards of interest to Society members.

The Standards & Practices Department and standards committees coordinate and develop documents defined as follows:

STANDARD: A document that embodies requirements that, if not followed, could directly affect safety, interchangeability, performance, or test results. In general, such requirements should already be widely recognized and used.

RECOMMENDED PRACTICE: A document that embodies recommendations that are likely to change because of technological progress or user experience, or which must be modified often once in use to accommodate specific needs or problems of the user of the document.

TECHNICAL REPORT: A document that embodies informative material; for example, reports of technical research, tutorials, factual data obtained from a survey, or information on the “state-of-the-art” in relation to standard(s) on a particular subject.

Note: Use of the term “ISA STANDARD(S)” in this document applies to ISA Standards, Recommended Practices, and Technical Reports, unless specifically noted otherwise

S&P 2 Organization
The Standards & Practices Department is the administrative body that oversees the individual standards committees. Standards committees operate under the direction of Managing Directors.

S&P 2.1 Department Membership

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<td>A minimum of three, no maximum</td>
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<td>- Department Vice President</td>
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<td>- Department Vice President-elect, succeeds Vice President</td>
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<td>Members chosen by</td>
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<td>- Ex-officio, Managing and Administrative Directors</td>
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<td>- Ex-officio, Immediate Past President</td>
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<td>- Technical Assembly</td>
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<td>e</td>
<td>Director qualifications/restrictions</td>
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<td>- Any Member, Senior Member, Life Member, Life Senior Member, Life Fellow, Honorary Member</td>
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Directors should have relevant experience in standards development activities and an ability to devote the time necessary to fulfill assigned responsibilities (see S&P 3.4).
- Managing Directors must have no perceived conflict of interest pertaining to the standard to be developed, to avoid any appearance of partiality.
- Directors Emeritus must have prior distinguished service on the ISA Standards & Practices Board and its committees, or special technical, geographic, or organizational expertise that is important to the Board. This position will be appointed by the S&P Department VP, non-voting.
- One staff member assigned by the Executive Director, non-voting.

| f | Director Term | - Two years |
| g | Director reappointment | - Yes - Managing Director terms renew automatically unless the Vice President decides not to renew the appointment. In that case, the Vice President shall inform the Board of same and shall appoint a new Managing Director. |

S&P 3 Responsibilities

The Standards & Practices Department and its various committee members, working with ISA staff, are responsible for directing ISA’s activities as a standards developing organization, including the following activities:

- Prepare ISA STANDARDS where adoption of such can simplify work, facilitate general understanding, promote interchange of information, and harmonize with national and international requirements.
- Initiate and conduct studies to determine where need exists for maintaining and revising existing ISA STANDARDS and for developing new ones.
- Approve Standards and Practices Department Accredited Procedures for the operation of standards committees and submits them to ANSI to maintain accreditation as a developer of American National Standards.
- Distribute ISA STANDARDS for public review.
- Approve ISA STANDARDS for publication.
- Submit appropriate ISA STANDARDS to ANSI for acceptance as American National Standards.
- Publicize individual ISA STANDARDS and the general department program to achieve the broadest possible participation, acceptance and utilization by concerned parties.
- Maintain active liaison relationship with other national and international groups, organizations, associations, and societies that prepare standards relevant to instrumentation and automatic control.
- Approve the submittal of ISA STANDARDS to IEC, or other organizations.
- Approve the submittal of standards from IEC, or other organizations, for development as ISA STANDARDS.
- Approve formal agreements or memoranda of understanding between any entity of the S&P Department and external organizations including but not limited to the IEC and ISO.
- Assist in staffing committees and approve of the initial committee membership.
- Provide information, advice, and interpretation of ISA STANDARDS as may be requested.
- Oversee the development and implementation of improved processes for accepting, prioritizing, and allocating resources to proposed standards projects.
- Examine and, if necessary, amend resource proposals in the context of the total resources available and the evolving work program. Determination of service and resource levels is based on the importance and nature of the project.

S&P 3.1 Department Vice President Responsibilities

In addition to the responsibilities identified in Department MOC section DEP 3, the S&P Vice President is expected to:

- Serve as chair of the Standards & Practices Department and Standards & Practices Executive Committee.
- Appoint representatives to ANSI Committees.

d) Appoint and terminate the Standards & Practices Department directors subject to Technical Assembly approval.

e) Serve as ex-officio member of all committees, but may be a voting member of committees.

f) Ensure that directors and committee chairs discharge their duties as delineated in the accredited ISA Standards & Practices Department Procedures.

g) Counsel the directors and committee chair in staffing their committees and in providing for succession to the chair positions.

h) Exercise general direction of the plans and activities of the directors and committee chairs and evaluating their progress and results.

i) Communicate to directors and committee chairs necessary information and assignments that may arise from actions of the Technical Assembly, the Executive Board, from other Society organizational units, or from personal determination.

j) Communicate department recommendations to the Technical Assembly and the Executive Board or to other Society organizational units.

k) Call and conduct meetings of the Standards & Practices Department and Standards & Practices Executive Committee.

l) Select the Standards & Practices Department awardees.

The ISA Standards and Practices Department Vice President also serves as a member of the Board of Directors of the Automation Standards Compliance Institute (ASCI).

S&P 3.2 Department Vice President-elect Responsibilities

In addition to the responsibilities identified in Department MOC section DEP3, the S&P Vice President-elect is expected to:

a) Serve on the Standards & Practices Department and the Standards & Practices Executive Committee as vice chair.

b) Attend meetings (as a non-voting member) of the Technical Assembly if possible.

c) Serve as chair in the absence of the Vice President.

d) Counsel the Vice President regarding the establishment and termination of intersociety relationships.

e) Represent the department in the Strategic Planning Department.

S&P 3.3 Department Past Vice President Responsibilities

In addition to the responsibilities identified in Department MOC section DEP3, the S&P Past Vice President should be considered for:

a) Serve on the Standards & Practices Board and the Standards & Practices Executive Committee as a member.

b) Attend meetings (as a non-voting member) of the Technical Assembly if possible.

c) Serve as chair in the absence of the Vice President and Vice President-elect.

d) Counsel the Vice President regarding the establishment and termination of intersociety relationships.

S&P 3.4 Directors

Directors are responsible for carrying out the functions of the department.

a) Serve as a voting member of the Standards & Practices Department.

b) Be familiar with the ISA vision, mission, and strategic goals.

c) Be familiar with the strategic business plan objectives of all Society operating units.

d) Understand and be prepared to offer constructive comment on ongoing and proposed initiatives of the department.

e) Be familiar with current best practices and actively work with ISA staff in an oversight and advisory capacity.

Directors are specifically authorized to:

a) Call meetings, appoint subcommittees, and administer department affairs in accordance with the policies and procedures established by the Society and the department.
b) Inform the Standards & Practices Department of the progress and activities of the committee and liaison representatives.

c) Prepare written reports for each Standards & Practices Department meeting. Suggestions for improving future activities and procedures should also be included.

d) Provide minutes of all their meetings to the Department Vice President, which are distributed within the department as the director deems necessary. Minutes, as such, should not be used as part of a publicity release. Copies of letters of appointment shall be sent to the ISA staff representative and the Department Vice President.

e) Prepare standards news items for news release to ISA and other publications through the ISA staff representative, with a copy to the Department Vice President.

f) Act as liaison representative for ISA divisions as assigned by the Department Vice President.

S&P 3.4.1 Managing Director Responsibilities
Managing Directors (or co-Managing Directors where two are appointed) are responsible for providing guidance and leadership to assigned committees and the department and are expected to:

a) Present the purpose, scope, and revision(s) of each assigned committee for approval by the Standards & Practices Department.

b) Appoint committee chairs, and guide and assist them in staffing their committees. These committees may include Survey Committees.

c) Advise assigned committee chairs and approve committee organizations, including an annual review to address committee balance.

d) Guide and coordinate all activities of assigned committees.

e) Recommend to the Standards & Practices Department the creation and cancellation of assigned committees.

f) Request Standards & Practices Department approval of proposed ISA STANDARDS.

g) Initiate committee action on reaffirmation.

h) Serve as ex-officio members of all committees and subcommittees assigned and attending as many committee and subcommittee meetings as practical, but may be voting members of committees.

i) Ensure that all committees provide information to the following as appropriate: the International Activities Director, the Intersociety Director, and ANSI Activities Director, with information on international, intersociety, or ANSI interaction, respectively.

j) Ensure that publications proposed by members of assigned committees relative to proposed ISA STANDARDS are in accord with ANSI/ISA policies.

k) Assist in the development of a standards committee performance and accountability system.

l) Monitor the progress of each assigned committee and assisting committees in meeting their performance goals.

m) Prepare individual letters of appreciation to committee chairs and their employers when committee work is completed. These letters should delineate the goals of the project, the method of accomplishment, and the value of the completed project to both the Society and industry.

n) Prepare nominations for Standards & Practices Department awards and the ISA Standards Excellence Award.

S&P 3.4.2 Administrative Director Responsibilities
Administrative Directors act as resources in specialized areas of expertise to facilitate the conduct of department activities and overall ISA standards development. Administrative Directors are responsible for overseeing specific activities and tasks, as requested by the Vice President, and providing guidance and leadership to the department. For example the following positions may be considered: ANSI Activities Director, Director-at-large, International Activities Director(s), Intersociety Director, Intrasociety Director, or Newsletter Director.

S&P 3.4.3 Director Emeritus Responsibilities
Directors Emeritus act as resources based on prior distinguished service on the ISA S&P Board and its committees, or because of needed special expertise, to provide insight and input to the ISA S&P Board.

S&P 3.5 Appointments
The Standards & Practices Department is responsible to select individuals to staff various positions. Terms generally begin on 1 January, or as outlined elsewhere in these MOC. Following is a list of appointments to be made:
### S&P 4 Administration

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

**S&P 4.1 Meeting Procedures**

Meetings of the Standards & Practices Department shall be conducted according to the ISA Guidelines for Meetings.

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

A quorum is a majority of the directors (Managing Directors plus Administrative Directors) for conducting department business. A quorum of the department also requires at least 50 percent of the department Managing Directors.

The staff designee shall serve as the secretary of the department and shall maintain an official file of all correspondence, minutes, and records.

**S&P 4.1.1 Voting Requirements**

The following voting requirements apply to all department actions:

a) All questions shall be decided by a majority of the votes cast, unless otherwise specified.

b) A two-thirds majority of all voting members (excluding ballots that are votes of abstention) of the department is required for the following actions:
   - Revision of the Standards & Practices Department MOP.
   - Revision of the ANSI accredited ISA Standards & Practices Department Procedures. Once approved by the department, the ISA Standards & Practices Department Procedures will be sent to ANSI for approval and will become effective while ANSI approval is pending.
   - Adoption, reaffirmation, or withdrawal of an ISA STANDARD.

c) Where a two-thirds majority is required, a written or letter ballot, or roll call vote shall be used.

d) Voting by “proxy” (i.e., providing authority for one person to assign voting rights to another person) is prohibited.

**S&P 4.2 Frequency of Meetings**

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

The department shall meet at least once each year. However, suggested meeting occasions are in conjunction with the Society’s regular business meetings.

Standards committees meet at the discretion of their Managing Directors as frequently as necessary to complete the work of the committee.
S&P 4.3 Reporting Frequency
Periodic reports of the department activities are made by the Vice President to the Executive Board. A written report is submitted to the Executive Board as requested.

Periodic reports of standards committee activities are made by the Managing Directors to the Department Vice President.

S&P 5 Procedures
The department procedures for ISA standards development and management are maintained in the separate ISA Standards & Practices Department Procedures document, which is submitted to ANSI for approval as required. (S&P 4.4.1 describes the method by which this separate document is managed by the department.)

S&P 5.1 Department Awards
The following awards are presented annually at a department sponsored function typically held in conjunction with the Annual Leadership Conference. Vice President or designee coordinates with ISA staff to have suitably inscribed plaques made for departmental awards.

S&P 5.1.1 Standards Achievement Award
Description: This award(s) is presented to recognize significant contributions to the mission of the Standards & Practices department.

Criteria: The award(s) is presented to the committee member(s) or leader(s) for contributions to the publication of the Standards.

Administration: The Standards & Practices Board will nominate candidates. The Vice President or designee will determine the awardee(s).

S&P 5.1.2 Victor Maggioli Award
Description: This award is presented in honor of Victor (Vic) Maggioli, a member who served the Society for many years and in particular as chair and director of the ISA84 committee.

Criteria: The award is presented to Standards & Practices leaders to recognize significant contributions to the mission of the Standards & Practices department.

Administration: The Standards & Practices Board will nominate candidates. The Vice President or designee will determine the awardee(s).

S&P 6 Committees
Committees are created and disbanded at the discretion of the Vice President. For example: Honors and Awards, Nominating and Appointments, History, and Education.

S&P 6.1 Standards & Practices Executive Committee

S&P 6.1.1 Purpose
The Standards & Practices Executive Committee is authorized to act for the department between its regular meetings to carry out the policies of the department. The committee develops, reviews, and recommends proposed policies for department approval.

S&P 6.1.2 Organization
The Standards & Practices Executive Committee includes the Department Vice President, Department Vice President-elect, and the immediate Department Past Vice President. Up to two additional members of the Standards
& Practices Department may be assigned by the Vice President, as needed. In addition, the staff designee serves as an ex-officio member.

S&P 6.1.3 Responsibilities
The Standards & Practices Executive Committee has the following authorized responsibilities:

b) Continually review existing policies and programs of the department and advise the department or appropriate ISA staff expeditiously of action taken by the Standards & Practices Executive Committee or actions required by others.

c) Review proposals submitted by directors and other Society leaders, and recommend action to the department when appropriate.

d) Refer matters on which insufficient information is available for action to an appropriate director, Survey Committee, or to ISA staff for study, clarification, or recommendation.

e) Refer to an appropriate leader, ISA staff, or to the Executive Director for action, matters that come before it, but which properly fall within the defined responsibilities of others.

f) Make decisions on matters that have been delegated to the Standards & Practices Executive Committee for action, including
   • specific items designated by department action; and
   • Recommendations for approval of non-budgeted expenditures up to a maximum of USD 10,000.

g) Review items slated for subsequent action by the department. The Standards & Practices Executive Committee also is responsible for identifying the need for additional documentation or clarification of proposals, including financial or staffing implications, and taking steps required to correct the situation. (All items falling within this category shall be brought to the full department’s attention as soon as practical.)

h) Establish ISA Standards Foundation restricted funds policy. This policy should include administration and disbursement of the funds.

i) Provide an accountability system for monitoring committee performance and identify requirements for committee support and benefits of the STANDARD.

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

S&P 6.1.4 Administration

S&P 6.1.4.1 Meeting Procedures
Standards & Practices Executive Committee meeting minutes are organized to indicate:
   • Items for action;
   • Items for information; and
   • Items for discussion.

S&P 6.1.4.2 Frequency of Meetings
The Standards & Practices Executive Committee meets with such frequency as may be necessary to carry out its business. A schedule of meetings shall be established by the Department Vice President, with the concurrence of the department members. Unscheduled meetings may be held as deemed appropriate by the Department Vice President to assure that information or action items are up to minimal standards of detail for presentation at the next scheduled department meeting.

S&P 6.1.4.3 Reporting Frequency
Minutes of Standards & Practices Executive Committee meetings shall be made available to the department members.

Official files of correspondence and records are maintained by the staff designee.
S&P 6.2 Standards Committees
Refer to the ISA Standards & Practices Department Procedures document for details regarding standards committees.