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Manual of Organization Charters

December 2021

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ISA MANUAL OF ORGANIZATION CHARTERS (MOC)

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Introduction

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.

Fellow Admissions Committee

	Fellow Admissions Committee
Charge	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.
Group Type	Committee
Sponsor	Executive Board
Goals/Responsibilities	Ensure the long-term success of the ISA Fellows program by annually selecting the most-deserving nominees.
Composition	Minimum of 8 Fellows and a chair, representing a diversity consistent with Society’s policies and values.
Selection/ Appointment	Appointed by the Executive Board
Term	Terms coincide with Society operating year and are one-year, renewable up to three consecutive years. Chair term is one year.
Expected Commitment	8-10 hours during selection
Roles and Authorities	<p>Makes Recommendations to the Executive Board</p> <ol style="list-style-type: none"> 1. Criteria for the Fellow admission 2. Recipients of Fellow status 3. Nomination and selection policies <p>Monitors</p> <ol style="list-style-type: none"> 1. Diversity of nominations and selections 2. Overall awareness and prestige of ISA Fellow designation
Supporting Information	Society Honors and Awards Policy

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.

Compensation Committee

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.

Organization

Committee Membership

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

Committee Chairperson

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

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

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.

Administration

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.

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.

Procedures

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.

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

	Finance Committee
Charge	The Finance Committee monitors the Society’s fiscal policies and financial planning and advises the Board in support of maintaining a sound financial position for the Society.
Group Type	Standing Committee
Sponsor	Executive Board
Goals/Responsibilities	<ol style="list-style-type: none"> 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.
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, notes and resources on their ISA Connect community.
Roles and Authorities	<p>Makes Recommendations to the Executive Board</p> <ol style="list-style-type: none"> 1. Society’s annual and capital budget and any proposed modifications 2. Fiscal policies 3. Audit schedule 4. Charitable contributions matching funds <p>Provides Input</p> <ol style="list-style-type: none"> 1. Investment policy and availability of funds to invest 2. Cost/benefit analysis of new programs <p>Monitors</p> <ol style="list-style-type: none"> 1. Auditing procedures 2. Financial statements

	3. Reserves and cash balances
Supporting Information	Finance Policy
Related Groups	Investment Committee

Investment Committee

	Investment Committee
Charge	The Investment Committee advises the Board and monitors the investment of the Society's reserve funds.
Group Type	Committee
Sponsor	Executive Board
Goals/Responsibilities	Support preservation of capital and long-term growth.
Composition	3-5 professionals representing a diversity consistent with Society's policies and values. Treasurer is ex-officio.
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	6 hours per year The committee will host virtual discussions, documents, notes and resources on their ISA Connect community.
Roles and Authorities	<p>Makes Recommendations to the Executive Board</p> <ol style="list-style-type: none"> 1. Selection of professional investment manager 2. Investment guidelines including acceptable types of investments, acceptable risks, and relative distribution of funds <p>Monitors</p> <ol style="list-style-type: none"> 1. Performance of professional investment manager 2. Performance of investment portfolio
Supporting Information	Finance Policy
Related Groups	Finance Committee

Nominating Committee

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

Sponsor	Executive Board
Goals/Responsibilities	<ol style="list-style-type: none"> 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	<p>Approves</p> <ol style="list-style-type: none"> 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	Nominations and Elections Policy

Digital Transformation Advisory Committee

	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.
Group Type	Committee
Sponsor	Executive Board
Goals/Responsibilities	<ol style="list-style-type: none"> 1. Provide insight and expertise in understanding, deploying, and leveraging evolving digital tools. 2. Take leadership role in gathering requirements of ISA community and incorporating in products and services roadmaps. 3. Facilitate change, adoption, and engagement of members, supporting the introduction of new tools 4. Research best practices in community engagement in general and with ISA's community tools specifically 5. 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.
Roles and Authorities	<p>Makes Recommendations to the Executive Board</p> <ol style="list-style-type: none"> 1. Member needs and requirements related to digital technologies.

	<ol style="list-style-type: none"> 2. Opportunities to enhance the use of ISA’s digital technologies, web services, and online presences across all Society units as they employ these technologies to extend and enhance products, services, and presences. 3. Strategies to increase the adoption of digital technologies by members and key stakeholders 4. Identify new opportunities for ISA in terms of business, products, and services in the digital world <p>Provides Input</p> <ol style="list-style-type: none"> 1. Strategic roadmaps of digital technologies, web services, online presences, and ISA Connect and new digital technologies 2. Areas for improvement with user functionality <p>Monitors</p> <ol style="list-style-type: none"> 1. Performance metrics on social media presence and success 2. Performance metrics of web properties 3. Performance metrics on ISA Connect engagement 4. Adoption of Connect by Sections, Divisions, Standards, and Committees
Related Groups	Connect Champions Group

Connect Champions Group

	Connect Champions Group
Charge	A group of evangelists for ISA Connect Technical Discussion Forum that provides input to the Digital Transformation Advisory Committee (DTAC).
Group Type	Committee
Sponsor	Digital Transformation Advisory Committee
Goals/Responsibilities	<ol style="list-style-type: none"> 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	<p>Makes Recommendations to the Digital Transformation Advisory Committee (DTAC)</p> <ol style="list-style-type: none"> 1. Investment in upgrades or enhancements to Connect Discussion Forum <p>Provides Input for the Digital Transformation Advisory Committee</p>

	<ol style="list-style-type: none"> 1. Strategic roadmap for ISA Connect 2. Areas for improvement with user functionality 3. Promotional campaigns to build awareness of ISA Connect 4. Decision-tree in community expansion and deployment of existing features that do not require financial investment 5. Potential automation that could enhance member recruitment and engagement <p>Monitors</p> <ol style="list-style-type: none"> 1. Member engagement in Discussion forum 2. Utilization of Connect Discussion Forum 3. Satisfaction with the Connect Discussion Forum experience 4. Success of automation in driving member engagement
Related Groups	Digital Transformation Advisory Committee (DTAC)

Young Professionals Committee

	Young Professionals Committee
Charge	The YP Committee is responsible for advising on existing and recommending development of programs to engage members under the age of 35.
Group Type	Committee
Sponsor	Executive Board
Goals/Responsibilities	<ol style="list-style-type: none"> 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	<p>Makes Decisions with Approval of Executive Board</p> <ul style="list-style-type: none"> • YP specific programs <p>Makes Recommendations and Provides Input</p> <ul style="list-style-type: none"> • Executive Board and working groups • Society Leader Meeting Planning Team

	<p>Monitors</p> <ul style="list-style-type: none"> • YP membership in society • YP program satisfaction • YP engagement in core society programs
Supporting Documents	<p>Value Proposition for YP: 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.</p>

Professional Development Committee

Professional Development Committee	
Charge	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.
Group Type	Committee
Sponsor	Executive Board
Goals/Responsibilities	<ol style="list-style-type: none"> 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	<p><u>Makes Recommendations to the Executive Board</u></p> <ol style="list-style-type: none"> 1. Investment in educational development 2. Updates to the Code of Standard Leadership Practices 3. Updates to the Code of Ethics 4. Task forces necessary for strategically-aligned development initiatives <p><u>Approves</u></p> <ol style="list-style-type: none"> 1. Appointment of a member representative to NCEES <p><u>Provides Input</u></p> <ul style="list-style-type: none"> Revision and update to existing educational offerings Development of new educational programs

	<p>Revision and update to existing certificates or certifications Development of new certificates or certifications</p> <p>Monitors</p> <ol style="list-style-type: none"> 1. Quality and effectiveness of educational offerings
Related Groups	Certification Commission

Certification Commission

	Certification Commission
Charge	The Certification Commission advises on policies and practices of certification and certificate programs.
Group Type	Commission
Sponsor	Professional Development Committee
Goals/Responsibilities	Support the administration of ISA's certificate and certification programs
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	<p><u>Makes Recommendations to the Executive Board</u></p> <ol style="list-style-type: none"> 1. Certification eligibility requirements 2. Certification fee structures <p><u>Approves</u></p> <ol style="list-style-type: none"> 1. Test development specifications 2. The passing scores using a criterion-referenced methodology <p><u>Provides Input</u></p> <ol style="list-style-type: none"> 1. To the Professional Development Committee for consideration with the Executive Board <p><u>Monitors</u></p> <ol style="list-style-type: none"> 1. Industry adoption of certifications and certificates
Related Groups	Professional Development Committee

Image and Membership Committee

	Image and Membership Committee
Charge	The Image and Membership Committee is responsible for advising on and facilitating the integration of image and member activities throughout the Society.

Group Type	Committee
Sponsor	Executive Board
Goals/Responsibilities	<ol style="list-style-type: none"> 1. Review member dues, categories, and discount offerings 2. Review value of membership 3. Work with Sections to support retention and growth 4. Work with Divisions to support retention and growth
Composition	8-12 professional members and a chair representing a diversity of Society engagement consistent with the 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 for up to three consecutive years. Chair: One-year term, renewable for two years. Chair-elect can be suggested at committee discretion.
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	<p><u>Makes Recommendations to the Executive Board</u></p> <ol style="list-style-type: none"> 1. Member dues and discounts 2. Member benefits 3. Life and senior member definitions <p><u>Provides Input</u></p> <ol style="list-style-type: none"> 1. Activities to support member recruitment and retention 2. Marketing strategies to communicate and enhance ISA's image <p><u>Monitors</u></p> <ol style="list-style-type: none"> 1. Member satisfaction 2. Retention and growth metrics 3. Global reach 4. Society image and public relations outreach

Content Steering Committee

	Content Steering Committee
Charge	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.
Group Type	Committee
Sponsor	Executive Board

Goals/Responsibilities	<ul style="list-style-type: none"> • 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	<p>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:</p> <ul style="list-style-type: none"> • Divisions • Publications • Standards & Practices • Professional Development Committee • Conference Advisory Committee <p>Co-chairs Active members who have held leadership roles within one or more of the following: Divisions, Publications, and Standards & Practices. Co-chairs should have different ISA backgrounds to complement each other to provide balance regarding the interests of ISA.</p>
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 for up to three consecutive years. Chair: One-year term, renewable for two years.
Expected Commitment	Varies per month based on current activities. The committee will host virtual discussions, documents, notes and resources on their ISA Connect community.
Roles and Authorities	<p>Makes Recommendations for Approval of Executive Board</p> <ol style="list-style-type: none"> 1. ISA content strategy and plans annual priorities. <p>Makes Recommendations and Provides Input</p> <ol style="list-style-type: none"> 1. Technical Assembly 2. Geographic Assembly <p>Monitors and provides input to the board</p> <ol style="list-style-type: none"> 1. Content trends 2. ISA content satisfaction 3. Technical interests of automation professionals and the automation community.
Related Groups	<ol style="list-style-type: none"> 1. Conference Advisory Committee 2. Divisions 3. Publications Department 4. Standards & Practices Department 5. Professional Development Committee 6. Technology Search Committee 7. Geographic Assembly (global point of view and section alignment) 8. Technical Assembly

Scholarship Selection Committee

	Scholarship Selection Committee
Charge	The Scholarship Selection Committee supports the award of funds from the ISA Educational Foundation by overseeing the selection process.
Group Type	Committee
Sponsor	Executive Board
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
Selection/ Appointment	Appointed by the Executive Board upon recommendation from the outgoing committee.
Term	Terms coincide with Society operating year and are one-year, renewable up to three consecutive years.
Expected Commitment	8-10 hours during selection
Roles and Authorities	<p>Makes Recommendations to the Executive Board</p> <ol style="list-style-type: none"> 1. Criteria for the scholarship awards 2. Dollar amount of each scholarship 3. Recipients for each scholarship <p>Provides Input</p> <ol style="list-style-type: none"> 1. Procedures for application and review <p>Monitors</p> <ol style="list-style-type: none"> 1. Number of applications versus total awards 2. Diversity of applications and awards

Honors & Awards Committee

	Honors & Awards Committee
Charge	The Honors & Awards Committee supports the recognition program by administering the selection of awardees in accordance with the policies of the Executive Board.
Group Type	Committee
Sponsor	Executive Board
Goals/Responsibilities	Ensure the long-term success of the ISA Honors & Awards program by annually selecting the most-deserving nominees.
Composition	12-20 professional members and a chair, representing a diversity consistent with Society's policies and values.
Selection/ Appointment	Appointed by the Executive Board

Term	Terms coincide with Society operating year and are one-year, renewable up to three consecutive years. Chair term is one year.
Expected Commitment	8-10 hours during selection
Roles and Authorities	<p>Makes Recommendations to the Executive Board</p> <ol style="list-style-type: none"> 1. Criteria for the awards 2. Recipients of awards 3. Nomination and selection policies <p>Provides Input</p> <ol style="list-style-type: none"> 1. Creation of any new awards <p>Monitors</p> <ol style="list-style-type: none"> 5. Diversity of nominations and awards 6. Overall awareness and prestige of ISA awards
Supporting Information	Society Awards Policy

EXB 6.5.5 Procedures

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

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

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

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

EXB 6.5.5.1 Honors and Awards Nominations

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

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

Nominations may not carryover however re-nominations are permitted.

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

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

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

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

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

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

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

EXB 6.5.5.2 Endowed Awards

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

EXB 6.5.5.3 Establishing New Awards

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

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

EXB 6.5.6 Award Categories

EXB 6.5.6.1 Excellence in Leadership

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

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

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

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

EXB 6.5.6.2 Excellence in Technical Innovation - Corporate

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EXB 6.5.6.5 Excellence in Technical Presentation

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

Criteria: The purpose, discourse, and treatment of subject matter is easily discernible, or definite, or comprehensible so that a qualified reader/viewer has no unanswered questions. The paper, article, presentation, or document that has

not been professionally edited (e.g. *InTech* articles), was not written under contract, and introduces a new technology or explains an existing automation process.

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

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

EXB 6.5.6.6 Excellence in Society Service

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

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

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

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

EXB 6.5.6.7 Excellence in Enduring Service

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

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

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

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

EXB 6.5.6.8 Section Excellence

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

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

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

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

examples of the results achieved, and the benefits to the section and members. Nominations are reviewed by a subcommittee of the H&A Committee.

Documentation requirements include:

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

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

EXB 6.5.6.9 Section Leader Excellence

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

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

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

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

EXB 6.5.6.10 Division Excellence

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

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

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

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

EXB 6.5.6.11 Division Leader Excellence

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

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

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

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

EXB 6.5.6.12 Standards Excellence

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

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

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

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

EXB 6.5.6.13 Volunteer Leader of the Year

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

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

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

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

EXB 6.5.6.14 Mentoring Excellence

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

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

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

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

EXB 6.5.6.15 Excellence in Education

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

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

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

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

Conference Advisory Committee

	Conference Advisory Committee
Charge	The Conference Advisory Committee reviews ISA event plans for consistency with the Society’s objectives and relevance to the automation community in line with the ISA events policy.
Sponsor	Executive Board
Goals/Responsibilities	<ol style="list-style-type: none"> 1. Offer guidance regarding topical events 2. Identify potential improvements for the event portfolio
Composition	8-10 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 and are one-year, renewable up to three consecutive years. Chair term is one year.
Expected Commitment	1-3 hours per month The Committee will host virtual discussions, documents, notes and resources on their ISA Connect community.
Roles and Authorities	<p>Makes Recommendations to the Executive Board</p> <ol style="list-style-type: none"> 1. Policies related to ISA events <p>Approves</p> <ol style="list-style-type: none"> 1. Requests for use of ISA name on events 2. Metrics to measure event success <p>Monitors</p> <ol style="list-style-type: none"> 1. Results of ISA events 2. Competing technical events 3. Market conditions that may affect the success of events
Supporting Documents	ISA Events Policy

Geographic Assembly

	Geographic Assembly
Charge	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.
Group Type	Assembly
Sponsor	Executive Board
Goals/Responsibilities	<ol style="list-style-type: none"> 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.
Selection/ Appointment	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.
Term	Terms coincide with Society operating year and positions. Chair term is one year, renewable for up to three consecutive years.
Expected Commitment	2-4 hours per month (not inclusive of District commitment) The Assembly will host virtual discussions, documents, notes, and resources on their ISA Connect community.
Roles and Authorities	<p>Makes Recommendations to the Executive Board</p> <ol style="list-style-type: none"> 1. District boundaries 2. Funding for District activities and Vice President travel to visit sections 3. Committees needed to fulfill responsibilities and support the Society's strategic direction <p>Approves</p> <ol style="list-style-type: none"> 1. Section establishments and disestablishments 2. Metrics to measure section health 3. Appointments to the Nominating Committee as defined in the Nominating Committee charter <p>Monitors</p> <ol style="list-style-type: none"> 1. Section and student section health 2. Section support of student sections
Related Groups	District Leadership Conference Committee Section Health Committee Budget Committee

District Leadership Conference Committee

	District Leadership Conference Committee
Charge	The District Leadership Conference committee supports effective leadership conferences in every district.
Group Type	Committee
Sponsor	Geographic Assembly
Goals/Responsibilities	<ol style="list-style-type: none"> 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

	Section Health Committee
Charge	The Section Health committee provides additional support for a District Vice President, as requested.
Group Type	Committee
Sponsor	Geographic Assembly
Goals/Responsibilities	<ol style="list-style-type: none"> 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

	GA Budget Committee
Charge	The GA Budget committee assists with the coordination of the operating budget allocated to Districts.
Group Type	Committee
Sponsor	Geographic Assembly
Goals/Responsibilities	<ol style="list-style-type: none"> 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 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

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.

Maintains liaison with Section officers, including requesting quarterly reports of Section activities.

Assists in the formation of Sections and Student Sections in the District and presents petitions for charter to the Geographic Assembly.

Recommends revocation of Section and Student Section charters in the District for approval by the Geographic Assembly.

Advises Sections on legal, financial, and accounting practices, or refers Sections leaders to ISA staff for information.

Assists Section officers in communication with the ISA Executive Board, Geographic Assembly, ISA staff and other organizational units of the Society.

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

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.

Promotes and coordinates Society activity in the District,

Establishes District chairs and Committees as needed to support Section activities and membership growth and retention.

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.

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.

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)

Arranges for the annual District Nominating Committee meeting which is to be conducted in accordance with the Bylaws [Article XI, Paragraph 2].

Represents the Society at ISA and ISA related functions in the District.

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.

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

Participates in the deliberations and actions of the Geographic Assembly. Responsible, as a member of the Assembly, to the Society as a whole.

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.

Represents the views of the Sections in the District on the conduct of Society affairs,

Recommends members from the District to serve on Society committees.

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

At the discretion of the District Vice President.

3.2.2 District responsibilities of the District Vice President-elect

Serves as vice chair of the District Council.

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

Assists the District Vice President, upon request, in carrying out objectives of the District and the Society.

Serves on the Geographic Assembly as a voting member.

Dedicates self to gaining a broad knowledge of all Society policies, procedures, plans, programs and objectives.

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.

Council Membership

a	Size of Council	Number of Society delegates in the District (one per section, variable) District Vice President, non-voting except in the case of a tie vote District Vice President-elect, non-voting
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		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 XI, paragraph 3, d] District Nominator is elected by the Society delegates of the District. Secretary is elected by the Society delegates of the District. 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.
- g) Conducts District Nominating Committee meetings and participates in District election meetings as required by the ISA Bylaws. [Bylaws Article XI, Paragraph 2 and Paragraph 3, d]
- h) Sends out notification to Section Presidents and Society delegates and alternates immediately upon election of the District Vice President-elect and any other positions.

DIS 3.4.4.1 District Nominating Committee

The District Nominating Committee is composed of the Society delegates from all Sections in the District. Committee meetings are at the discretion of the nominator or the District Vice President. 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: $(10,000 \text{ members} / (9 \text{ districts} + 1)) \times (1 - 0.25) = 750 \text{ members}$
 2. Minimum number of non-student members is 60% of criteria a) 1.
- b) Agreement of 80% of members as represented by the Section delegates for sections involved in the realignment
- c) If an application is within 60% of criteria a) and b) above, then the applicant can be assigned a District in Formation designation for a period of no longer than five years.
- d) A District in Formation status must be evaluated annually by the Geographic Assembly to monitor the progress of the District in formation and assess where assistance may be required.

DIS 5.1.2 Procedure for new District formation

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

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

DIS 5.2 District Leadership Conferences

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

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

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

DIS 5.3 Election of District Vice President-elect

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

Each District Nominating Committee shall nominate at least one person for the office of District Vice President-elect at least 30 days before the election. Nominations for District Vice President-elect may also be made by petition

submitted to the District Vice Presidents at least 30 days before the date of the scheduled election, signed by Society delegates representing at least three (3) Sections in the District.

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

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

Technical Assembly

	Technical Assembly
Charge	The Technical Assembly serves as an advisory and activity body that coordinates and supports the activities of the technical departments and committees as delegated to it by the Executive Board.
Group Type	Assembly
Sponsor	Executive Board
Responsibilities	<ol style="list-style-type: none"> 1. Share information for efficient and effective technical dissemination 2. Identify resources to facilitate cooperation
Composition	Vice Presidents and Vice Presidents-elect of the Standards and Practices Department, the Automation and Technology Department, the Industries and Sciences Department, and the Publications Department, as well as the appointed chairs of any related groups. The chair is non-voting.
Selection/ Appointment	Members are determined through the Society Election and committee chair appointments. The Chair is selected by Assembly members from nominations reviewed by the Executive Board.
Service Terms	Terms coincide with member positions. Chair term is one year, renewable annually.
Expected Commitment	<p>1-3 hours per month (not inclusive of Department commitment)</p> <p>The Assembly will host virtual discussions, notes, and resources on their Connect community.</p>
Roles and Authorities	<p>Makes Recommendations to the Executive Board</p> <ol style="list-style-type: none"> 1. Technical Departments necessary to further the Society objectives. 2. Policies effecting the respective areas. 3. Committees needed to fulfill responsibilities and support the Society's strategic direction <p>Approves</p> <ol style="list-style-type: none"> 1. Nominating Committee appointments
Related Groups	<ul style="list-style-type: none"> • Conferences and Events Committee • Technology Search Committee • Standards and Practices Department • Industries and Sciences Department • Automation and Technology Department • Publications Department • Content Steering Committee

Technology Search Committee

	Technology Search Committee
Charge	The Technology Search Committee evaluates potential new technical areas of interest for ISA.
Group Type	Committee
Sponsor	Technical Assembly
Goals/Responsibilities	<ol style="list-style-type: none"> 1. Seek out and identify new technologies 2. Manage an evaluation process for new technologies
Composition	At least 8-10 contributing professional members and a chair representing a diversity consistent with Society's policies and values.
Selection/ Appointment	<p>Members are appointed by the Executive Board upon recommendation from the outgoing committee.</p> <p>Two Co-chairs are selected by Assembly members from nominations reviewed by the Executive Board.</p>
Service Terms	Terms coincide with Society operating year and positions. The Chair term is one year, renewable annually. To allow for adequate turnover consecutive terms should be limited to three.
Expected Commitment	<p>2-4 hours per month</p> <p>The Committee will host virtual discussions, documents, notes and resources on their ISA Connect community.</p>
Roles and Authorities	<p>Makes Recommendations via the Technical Assembly</p> <ol style="list-style-type: none"> 1. Action to be taken with regard to new technologies <p>Monitors</p> <ol style="list-style-type: none"> 1. Technical interest areas 2. Technical conversations in ISA Connect
Related Groups	<ul style="list-style-type: none"> • Standards and Practices Board

Automation and Technology AND Industries and Sciences Departments

	Automation and Technology Department Industries and Sciences Department
Charge	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	<ol style="list-style-type: none"> 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	<p>Makes Recommendations to the Executive Board</p> <ol style="list-style-type: none"> 1. Policies related to divisions 2. Programs related to divisions 3. Resources (budget) related to divisions <p>Provides Input</p> <ol style="list-style-type: none"> 1. Technical content development 2. Mutually beneficial relationships with related technical and scientific organizations <p>Monitors</p> <ol style="list-style-type: none"> 1. Division compliance 2. Division health 3. Division membership <p>Approves</p> <ol style="list-style-type: none"> 1. Establishment and sunseting of divisions as delegated by the Executive Board.
Supporting Information	<p>Awards</p> <p>The Department can recognize divisions with awards as allocated in the annual budget. Divisions can recognize individuals with awards as allocated in the annual budget.</p>

Publications Department

	Publications Department
Charge	The Publications Department is responsible for advising on and providing support for the content for ISA publications.
Group Type	Department
Sponsor	Executive Board
Responsibilities	<ol style="list-style-type: none"> 1. Solicit content from ISA committees, divisions, and subject matter experts in accordance with the content strategy. 2. Promote ISA publications via social media channels. 3. Identify and recruit volunteer technical reviewers to assess the significance, originality, and validity of unsolicited manuscripts or article proposals before scheduled publication. 4. Review book proposal submissions and provide feedback on the relevancy of content to ISA.
Composition	Vice President, Vice President-elect, and 8-12 professional members. Member selection should be consistent with the Society's policies and values and with respect to diversity.
Selection/ Appointment	Vice President and Vice President-elect are determined through the Society elections with corresponding terms. Members identified by the Department are approved by the Executive Board.
Service Terms	Vice President and elect terms consistent with Society election. Member terms coincide with Society operating year. To allow for adequate turnover consecutive terms should be limited to three.
Expected Commitment	2-4 hours per month The committee will host virtual discussions, documents, notes, and resources on their ISA Connect community.

	Publications Department
Roles and Authorities	<p>Makes Recommendations to the Executive Board</p> <ol style="list-style-type: none"> 1. Strategies related to print and digital publications 2. Policies related to publications 3. Proposals regarding new publications <p>Monitors</p> <ol style="list-style-type: none"> 1. Stature and content of ISA publications compared to competitive publications 2. Quality and effectiveness of ISA publications
Related Groups	<ul style="list-style-type: none"> • Technical Assembly <p>The following are sub-groups within the department:</p> <ul style="list-style-type: none"> • ISA Transactions editorial team • InTech editorial advisory team • Books team

Standards and Practices Department

	Standards and Practices Department
Charge	The Standards & Practices Department manages the development, adoption, review, and revision of national and international standards related to the practice of automation. Work products (via standards committees) include standards, recommended practices, and technical reports.
Group Type	Department
Sponsor	Executive Board ¹
Responsibilities	<ul style="list-style-type: none"> • Ensure that standards committees are operating effectively, as per the department procedures. • Monitor and manage the overlap between standards committees. • Manage the portfolio of ISA standards • Maintain ISA’s accreditation as an ANSI standards development organization (SDO). • Establish and maintain liaison relationships with other organizations as required to maintain the standards portfolio.
Composition	<p>Department Vice President</p> <p>Department Vice President-elect, succeeds Vice President</p> <p>Directors²³</p> <p>Directors Emeritus (ex officio, non-voting)</p>
Selection/ Appointment	<p>Vice President and Vice President are elected in society elections.</p> <p>Directors are appointed by the department VP and approved by the Executive Board.</p>
Service Terms	Terms are 1 year, renewing automatically unless the Vice President decides not to renew the appointment.

¹ Processes and procedures used in the creation of standards and practices are certified by ANSI.

² Administrative directors serve in an at-large capacity, while managing directors are responsible for overseeing one or more standards committees.

³ Directors must be a professional member of ISA and a member of one or more standards committees.

	Standards and Practices Department
Expected Commitment	All directors are expected to attend monthly Board meetings. Managing directors must attend sufficient meetings of the committees that they are responsible for to ensure that they are following proper procedures. The total monthly commitments should be in the order of 1-3 hours.
Roles and Authorities	<p>Approves</p> <ul style="list-style-type: none"> • Formation or dissolution of standards committees • Technical standards that meet ISA and American National Standards Institute (ANSI) requirements for due process and criteria for approval. • Technical reports and RPs that meet ISA processes and criteria for approval • Adoption of external standards, such as IEC by ISA • Transfer of ISA technical documents to external standards development organizations, such as IEC <p>Monitors</p> <ul style="list-style-type: none"> • Standards committee operation to ensure compliance with department processes <p>Makes recommendations to, or requests of the Executive Board</p> <ul style="list-style-type: none"> • Related to changes to the standards portfolio that may have impact on the Society content strategy • Resource requirements required to support standards committee activities (via S&P department director) • External liaisons that require resources or commitment beyond the authority of the S&P department
Related Groups	<ul style="list-style-type: none"> • Technical Assembly • Technical Search Committee • Individual standards committees⁴
Supporting Documents	<ul style="list-style-type: none"> • S&P department operating procedures (maintained by the S&P Board and accredited by ANSI) • Standards committee charters • Descriptions of liaisons with external bodies related to development and maintenance of standards

⁴ Each standards committee has an approved description and scope, approved, and managed by the S&P Board.