HUMANITARIAN TECHNOLOGIES BOARD (HTB) OPERATIONS MANUAL

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Approved by the
IEEE Board of Directors

IEEE Humanitarian Technologies
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1. INTRODUCTION

1.1 PURPOSE

This Humanitarian Technologies Board (HTB) Operations Manual describes the principal activities and administrative processes of the IEEE HTB. The manual contains those items that directly affect the operations of the HTB and the decisions of the HTB on matters delegated to it by the IEEE Board of Directors. It is intended to provide a guide for consistent application of practices and procedures by HTB Officers and Members, HTB Committees, and HTB professional staff.

1.2 GOVERNANCE

The policies, procedures and regulations by which the IEEE and the IEEE HTB are governed are embodied in the following documents:

1. The **IEEE Certificate of Incorporation** legally establishes IEEE under the New York State Not-for-Profit Corporation Law, which states in part.

"IEEE is incorporated under the New York State Not-for-Profit Corporation Law. The purposes and objects of {IEEE} are to engage **exclusively** in scientific and educational activities within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, directed toward the advancement of the theory and practice of electrical, electronics, communications and computer engineering, as well as computer science, the allied branches of engineering and the related arts and sciences; means to these ends include, but are not limited to, the holding of meetings for the reading and discussion of professional papers and the publication and circulation of works of literature, science and art pertaining thereto and any other activities necessary, suitable and proper for the fulfillment of these objectives, including, but not limited to, activities such as professional activities, and collaboration with public bodies and with other societies for the benefit of the engineering community and the general public…. [IEEE] shall strive to enhance the quality of life for all people throughout the world through the constructive application of technology in its field of competence. It shall endeavor to promote understanding of the influence of such technology on the public welfare. [emphasis added]"
As a 501(c)(3) organization, all of IEEE's activities must be focused on bringing benefit to the general public. These activities must align with IEEE's charter in that these activities must have as their central focus the advancement of the theory and practice of electrical, electronics, communications, and computer engineering, as well as computer science, the allied branches of engineering and the related arts and sciences.

2. The **IEEE Constitution**, which is approved by the voting members of the IEEE, contains IEEE's fundamental objectives and organization.

3. The **IEEE Bylaws**, which are approved by a two-thirds majority vote of the IEEE Board of Directors, govern implementation of Constitutional provisions in specific organization structures. The IEEE Bylaws applying to the HTB are proposed and amended by a majority vote of the HTB, with final approval by the IEEE Board of Directors.

4. The **IEEE Policies**, which are approved by the IEEE Board of Directors, provide more detailed statements of IEEE-wide policies, objectives and procedures than are appropriate for inclusion in the Constitution and Bylaws.

1.3 FORMAT OF THE HTB OPERATIONS MANUAL

This Operations Manual has been arranged in sections, which cover procedures for the operations of the different facets of IEEE Humanitarian Technologies. This HTB Operations Manual will be provided on the HTB website.

IEEE Bylaw I-300.4 Action of the Board of Directors and Committees

1.4 REVISIONS TO THE HTB OPERATIONS MANUAL

This HTB Operations Manual is intended to be updated as necessary. Proposed changes to the HTB Operations Manual shall be distributed to all voting members of the HTB ten (10) days prior to the HTB meeting at which the vote shall be taken. An affirmative vote of a majority of members of HTB present and entitled to vote, at the time of the vote, provided there is a quorum, shall be required to approve revisions to the HTB Operations Manual.

Additionally, the Board of Directors has identified that changes related to specific responsibilities directed to the Committees of the Board shall be reviewed and approved by the Board using the process in accordance with IEEE Bylaw I-300.4(.6) The following chart indicates the sections of this manual for which HTB is responsible, which shall follow that process, and for which review and consent shall be obtained by additional Major Boards or Committees, as indicated, prior to submission to the IEEE Board of Directors.

HTB Operations Manual Section		Involved Operating Unit (OU) Review/Consent
2.5 HTB SCOPE		Deliberation: HTB Review/Consent: HTB Approval: HTB & IEEE Board of Directors
2.6 Objectives		Deliberation: HTB Review/Consent: HTB Approval: HTB & IEEE Board of Directors

2. GENERAL

2.1 NAME

This Board shall be known as the IEEE Humanitarian Technologies Board (HTB).

2.2 DEFINITION of Humanitarian Technologies

Humanitarian Technology activities are defined as those IEEE programs and activities focused principally on applying science, engineering, and technology to satisfy the unaddressed social needs of specific communities which are not adequately served by existing government, commercial or non-commercial services.

2.3 MISSION

To support impactful and ethically informed volunteer-led initiatives, programs and projects, and mutually beneficial partnerships, as well as to inform policy formulation that harness technology and innovation to address societal challenges (including disaster recovery) in a responsive, effective, and sustainable way.

IEEE Bylaw I-304.1 – Committees of the Board, Committees of the IEEE and Additional Boards and Ad Hoc Committees.

2.4 VISION

IEEE volunteers around the world carrying out and supporting impactful Humanitarian Technology activities at the local level.

2.5 SCOPE

The HTB shall oversee and support all Humanitarian Technology Programs in IEEE, including those executed by other IEEE organizations. The HTB shall also be responsible for execution of Humanitarian Technology programs assigned to them by the IEEE Board of Directors.

The HTB shall support development of programs enabling volunteer engagement in Humanitarian Technology activities; review and evaluate the overall effectiveness of Humanitarian Technology programs across IEEE, encourage, assist, and recommend best practices as they relate to programs and projects throughout the IEEE; evaluate funding proposals for projects to be carried out at the local level; and establish relationships with other non-IEEE entities sharing similar goals with respect to humanitarian efforts.

Reference IEEE Bylaws I-305.14.

2.6 HTB OBJECTIVES

IEEE, as an educational and scientific organization dedicated to the advancement of its fields of interest, has a vital interest in carrying out and supporting impactful Humanitarian Technologies-related activities both locally and around the world. This interest places an important responsibility on the IEEE to actively participate in the ethical application and advancement of Humanitarian Technologies. To carry out this responsibility, the Humanitarian Technologies Board shall:

A. Develop programs enabling volunteer engagement in Humanitarian Technology activities.

B. Design and implement organizational practices, procedures and policies to identify and minimize security, fiduciary, legal/compliance, operational, information and ethical risks related to Humanitarian Technology related activities.

C. Develop frameworks and policies and undertake actions to help assure quality Humanitarian Technologies-related activities.

D. Interact with institutions, and other key stakeholders, throughout the world engaged in Humanitarian Technologies-related activities in IEEE's fields of interest to exchange experiences and capitalize on mutually beneficial collaboration and knowledge sharing opportunities.

E. Oversee, nurture, and fund Humanitarian Technologies-related activities across the organization so that these activities are aligned with IEEE's mission & vision, and articles of incorporation.

Revisions to the HTB Objectives, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-304.1.

2.7 CONFLICT OF INTEREST

Committee members must abide by IEEE's Conflict of Interest Policy stated in IEEE Bylaw I-300.2 and as defined in IEEE Policies, Section 9.9. Committee members shall not serve as advocates or be directly involved in the development of proposals under consideration by HTB. IEEE Bylaw I-300.2

2.8 COMPLIANCE WITH IEEE'S COMPLIANCE PROGRAM

HTB committee members will be required to complete all assigned compliance training within 30 days of assuming their position, or as otherwise determined by the IEEE Legal and Compliance Department in accordance with IEEE Policy Section 9.31 - IEEE Compliance Program.

2.9 DIVERSITY STATEMENT

The IEEE HTB is committed to pursuing diversity in all its operations per the IEEE Diversity Statement, IEEE Policy 9.8.

2.10 POLICY AGAINST DISCRIMINATION AND HARASSMENT

See IEEE Policy Against Discrimination and Harassment, IEEE Policy 9.27.

3. ADMINISTRATIVE AND OPERATIONAL PROCEDURES

This section describes basic HTB Administrative and Operational Procedures as mandated by IEEE Bylaws and IEEE Policies. Committee Charters and Procedures in Section 6 of this Operations Manual describe the scope and functions of the HTB Committees as well as additional procedures.

3.1 POLICIES

As delegated by the IEEE Board of Directors, HTB shall establish practices and procedures affecting the management and operation of its Committees. HTB shall be responsible for developing its plans, schedules, and procedures. The HTB Committees shall operate in support of their assigned functions as provided in their respective charters. The HTB, through the Chair, may bring reports, recommendations, or other actions by the individual Committees to the IEEE Board of Directors.

3.2 POLICY INTERPRETATION

HTB shall implement IEEE Bylaws and IEEE Policies through organizational arrangements, guidelines, and scopes and shall develop policy recommendations relating to IEEE humanitarian technologies. Relevant policy statements and procedures shall be published in this Operations Manual for the guidance of all concerned.

3.3 MONITORING COMMITTEE ACTIVITIES

HTB shall be responsible for monitoring the operations of HTB Committees for adherence to the IEEE governing documents. At intervals of no longer than five years, in accordance with a schedule set by HTB, a review and evaluation shall be made of the total activities of each Committee.

3.3.1 Assessment of HTB Activities

To assist HTB in prioritizing its activities, the impact of HTB activities will be annually assessed and documented by HTB staff, and shared with the HTB and, as needed, other IEEE organizational units.

3.4 MEETINGS OF THE HTB AND HTB COMMITTEES

3.4.1 Parliamentary Procedure

Robert's Rules of Order (latest version) shall be used to conduct HTB meetings in the absence of any other adopted or accepted rules of procedure. (From IEEE Bylaw I-300.1.)

3.4.2 Schedule and Location of HTB Meetings

There shall be at least three (3) HTB meetings per year. At least two of these meetings should be held in conjunction with the IEEE Meeting Series. In accordance with IEEE Bylaw I-300.4.3, meetings may occur by using conference telephone, electronic conferencing, electronic video screen, or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time, and participation by such means shall constitute presence of the person in the meeting.

3.4.3 Schedule Change

Once scheduled, a meeting date or location may be altered or canceled by majority vote at a regularly constituted HTB meeting, or by consent of a majority of all HTB members secured by, or transmitted to, the HTB Staff Secretary, not less than twenty days before the original date or the new date set for the meeting, whichever is the earlier. Notice of such approved change shall be distributed to all HTB voting members not less than ten days before the original, or the new, date of said scheduled meeting, whichever is earlier.

3.4.4 Special Meetings

Special meetings of HTB may be called by the HTB Chair or by 25% of HTB voting members on notice to all other HTB members. Notice of such special meetings, giving the time and place of meeting, the purpose of the meeting, and the names of the HTB voting members calling the meeting, shall be distributed to all HTB members not less than twenty calendar days before the date set for the special meeting.

3.4.5 Quorum

A quorum of the HTB or its Committees shall be a majority of the voting members of HTB or that Committee.

3.4.6 Actions of the HTB and its Committees

Unless otherwise provided in the IEEE Certificate of Incorporation, the IEEE Constitution, the IEEE Bylaws, or the Not-for-Profit Corporation Law of the State of New York, the vote of a majority of the voting members of the HTB present at the time of the vote, if quorum is present at such time, shall be the act of the HTB. (Bylaw I-300.4)

3.4.7 Notices

Notices of meetings and any other documents required to be sent to HTB members pursuant to provisions of the Constitution, IEEE Bylaws, and this Operations Manual shall be sent by such routings as shall ensure prompt delivery.

3.4.8 Agendas and Minutes

Agendas

A Notice of Call for HTB Agenda Items is distributed by way of email to HTB members and, as appropriate, to other individuals or groups. 45 days prior to HTB Meetings, a copy of the HTB Agenda will be provided on the HTB Administration Website. Reports provided by HTB Committee Chairs, MGA, TAB, SA, EA, and other HTB Liaison Representatives are contained in the agenda.

Minutes

Minutes of HTB Meetings are recorded and provided to HTB for review/comment by way of email prior to approval. Minutes are provided on the HTB Administration Website and maintained in archival files by the HTB Staff Secretary.

4. FUNCTIONS & RESPONSIBILITIES

The HTB shall be responsible to the IEEE Board of Directors for overseeing and supporting all IEEE Humanitarian Technologies activities, for adopting and maintaining an adequate approach to managing and mitigating the risks surrounding IEEE Humanitarian Technologies activities, for recommending new Humanitarian Technologies activities, and for developing Humanitarian Technologies guidance and policies to ensure consistency across IEEE. The HTB shall recommend policies to the IEEE Board of Directors for Humanitarian Technologies activities under its administrative purview.

4.1 Humanitarian Technologies to be administered by the HTB

HTB will propose and directly administer Humanitarian Technologies Activities that address broad IEEE interests and purposes. Major Boards will be informed of any new or revised Humanitarian Technologies activity so as to provide an opportunity for input as well as potential participation.

4.2 Humanitarian Technologies to be administered by the Major Boards

The HTB may delegate, to the appropriate body, responsibility for administrative authority for Humanitarian Technologies activities. Additionally, the IEEE HTB may delegate to those respective major organizational unit's humanitarian technical activities falling within their respective scopes of operations. HTB will not be required to approve activities that already exist prior to the establishment of e HTB, unless approval is requested from the sponsoring organization. Humanitarian Technologies activities supported from funds contributed by external sources may be administered by the HTB.

OU's should coordinate with the HTB for advice and counsel before proposing new HT programs or major changes to existing programs, Coordinated programs at the OU level, then are expected to seek approval from HTB before pursuing formal OU authorization to proceed. Proposals for the establishment of new Humanitarian Technologies activities, or revisions to existing programs within the organization of any IEEE OU, shall be forwarded to

a. The Chair of the OU.
b. The IEEE HTB for review and approval.

The HTB will review on a case-by-case basis when an IEEE OU requests to share sponsorship of a Humanitarian Technologies Activity with an external entity.

5. COMPOSITION AND MEMBERSHIP

The membership of the IEEE Humanitarian Technologies Board (HTB) is described by IEEE Bylaw I-304.1, and is supported by its current organizational structure. In compliance with IEEE Bylaw I-305.14, the membership should have a complementary balance of Humanitarian Technologies-related experience and knowledge representing different perspectives, including but not limited to both geographic and sectoral (e.g., public, private, education and research, not-for-profit, low resource, or underserved community stakeholder perspectives).

This section describes the current HTB organizational structure, the functions, and responsibilities of HTB members.

In compliance with IEEE Bylaw I-305, the HTB shall consist of not more than 16 voting members, one (1) non-voting member, and a Staff Secretary (non-voting), including:

a) Chair, Humanitarian Technologies (HTB)
b) Immediate Past Chair, Humanitarian Technologies
c) HTB Treasurer
d) Member and Geographic Activities Board (MGA) Representatives (2); one representative being from R1-7 and one representative being from R8-10
e) Technical Activities Board (TAB) Representatives (2)
f) Educational Activities Board (EAB) Representative (1)
g) Standards Association (SA) Representative (1)
h) Additional Members, appointed by IEEE N&A (up to 7)
i) Young Professional (YP) Representative (Non-Voting)
j) Staff Secretary (Non-Voting)

5.1 ORGANIZATIONAL STRUCTURE

a) HTB Membership Structure – Appendix A
b) HTB Committee Membership Structure – Appendix B

5.2 ROLES and RESPONSIBILITIES within HTB

5.2.1 Chair, Humanitarian Technologies Board

Overview

The Chair, Humanitarian Technologies, is appointed by the IEEE Board of Directors and serves as Chair of the IEEE HTB. The Chair shall serve a one-year term; beginning 1 January; re-appointment is permissible.

Duties and Responsibilities

Chair HTB responsibilities include:

a) Chairs the HTB and presides over its meetings.
b) Makes recommendations for changes to HTB structure, policies, and procedures.
c) Establishes HTB Ad Hoc committees when required and monitors their progress.
d) Informs the HTB of IEEE Board of Directors pertinent discussions and actions taken, and subsequent actions required by HTB.

e) Attends, or designates a representative to attend, in meetings of IEEE committees and organizational units, when significant HTB-related matters are discussed, or when significant input from HTB is needed.
f) Meets frequently in person, online or by phone, with members of the IEEE professional staff, especially with the Staff Secretary, to coordinate activities.
g) Promotes greater cooperation and coordination of Humanitarian Technologies-related efforts and wider incorporation of, participation in, contribution to (including but not limited to resource allocation) and funding of HTB initiatives and programs.
h) Develops new Humanitarian Technologies initiatives and programs, including proposals for them, that advance the HTB mission and vision aligned with the IEEE strategic plan, with the support of HTB members, IEEE informed members and non-members, and the IEEE professional staff.
i) Following service as Chair, Humanitarian Technologies, serves as Past Chair, HTB and as a member of the HTB.

Qualifications

The Chair HTB, shall have:

a) Knowledge of the IEEE and its mission, organization, structure, goals and direction.
b) Knowledge of the workings of IEEE Humanitarian Technologies and become familiar with all Humanitarian Technologies-related activities across IEEE.
c) Relevant experience and knowledge in the fields of Humanitarian Technologies
d) Sufficient time to carry out their duties and responsibilities.
e) Support of their employer in meeting the obligations of the position
f) IEEE Senior Member grade or higher.

5.2.2 Immediate Past Chair

Functions

a) Advises HTB chair and IEEE Nominations and Appointments Committee on nominations and appointments
b) Serves as a member of the HTB.

Duties and Responsibilities

a) Chair HTB meetings in absence of the HTB Chair.
b) Represents the HTB Chair in Humanitarian Technologies-related matters when the Chair is unavailable.

Qualifications

a) Must have been a past chair of HTB or its predecessors.
b) Same eligibility and qualifications as Chair, Humanitarian Technologies.
c) Must be able to commit sufficient time to commit and carry out their duties and responsibilities.
d) Should have the support of their employer in meeting the obligations of the position.

5.2.3 HTB Treasurer

The HTB Treasurer is annually appointed by the Chair of the HTB for a one-year term beginning 1 January.

Functions

a) Chairs the Finance Committee to which they are appointed, in accordance with the Committee Charter.

b) Serves as a voting member
c) Serves on related HTB and other IEEE organizational units, as appropriate.

Duties and Responsibilities

a) Serves as chief financial officer of the HTB.
b) Serves as the financial representative for HTB on the IEEE Finance Committee (FinCom), as a voting member.
c) Ensures there is sound financial management of Humanitarian Technologies-related funds across the IEEE.
d) Develops the HTB budget, in consultation with the HTB professional staff.
e) Reviews Humanitarian Technologies budgets of all IEEE entities. The approval of these budgets is not under HTB when the execution authority has been delegated.
f) Participates in, and attends, IEEE FinCom meetings and submits reports on those activities to the HTB.
g) Ensures compliance with IEEE policies and procedures in all financial matters relating to the HTB.
h) Assures that specific issues of financial concern are brought to the attention of IEEE Finance Committee.
i) Attends all meetings of the HTB and submits reports on progress and activities of the HTB Finance Committee, keeps informed on all Humanitarian Technologies issues and participates in discussions.

Qualifications

a) Must be of IEEE Senior Member grade or higher.
b) Must be able to commit sufficient time to responsibly carry out the respective duties and responsibilities.
c) Previous relevant experience in financial management and oversight, especially for Humanitarian Technology efforts.
d) Previous experience working as an IEEE OU treasurer or on a financial committee highly desirable
e) Should have the support of their employer in meeting the obligations of the position.

5.2.4 HTB Committee Chairs

HTB Committee Chairs must be appointed from among the voting members of the HTB. Unless otherwise specified, these appointments are made by the Chair of HTB in consultation with the Past Chair, who may form an ad hoc advisory of volunteers and staff to assist in making recommendations.

In addition to the Treasurer, who serves as Chair of the Finance Committee, the Committee Chairs include those for those listed in 6.1 Standing Committees and may include chairs of additional ad hoc or special committees.

Functions

a) Chair the Committee to which they are assigned or elected, in accordance with the Committee Charter.
b) Represent that Committee on the HTB, while also serving as a voting member of the HTB
c) Serve with and liaison for other IEEE organizational units and other humanitarian and related committees and organizations, as appropriate to the activity they lead within HTB.
d) Report administratively to the HTB Chair

Duties and Responsibilities

a) Conduct business of the Committee for which they are responsible to achieve its purpose and functions to advance the mission and vision of HTB.
b) Ensure the Committee meets its objectives.

c) Chair and organize timely meetings of the Committee for which they are responsible.
d) Carry out other tasks as assigned to the Committee by the HTB Chair or HTB, including communicating status and written reports to the Chair and HTB as needed.
e) Recommend to HTB and respond to proposed changes to policy and operations to better meet HTB's and the HTB committee's goals and objectives.

Qualifications

a) Previous experience as a member of the HTB, or a predecessor committee, or significant role in a IEEE humanitarian technologies-related effort is preferred.
b) Previous experience and interest in the area of focus of the committee.
c) Must be able to commit sufficient time to carry out their duties and responsibilities.
d) Should have the support of their employer in meeting the obligations of the position

5.2.5 HTB Representatives from Select Major Boards

Functions

a) Serve as a voting member of the HTB.
b) Serve as a liaison, providing for coordination and communication between HTB and their respective organizational unit

Duties and Responsibilities

a) Keep HTB informed of important decisions made by their respective organizational units .
b) Advocate for and represent the mission and vision of HTB with and for their major board.
c) Attend all HTB meetings, be informed on all HTB issues, and participate in discussions.
d) Provide timely reports at HTB meetings and to their respective organizational units .

Qualifications

a) Must be of IEEE Member Grade or higher.
b) Previous experience with and interest in Humanitarian Technologies, and or the development of significant projects and programs that align well with the mission and vision of HTB, within the major board they represent.
c) Must be able to commit sufficient time to the position.
d) Should have the support of their employer in meeting the obligations of the position.

Appointments

Each of these six possible appointments should be undertaken jointly between the respective Vice President and HTB Chair, and should, in the initial consideration, thoughtfully address the qualifications and rationale.

5.2.5.1 Member and Geographic Activities (MGA) Board Representatives (2)

Two members, jointly appointed by the Vice President, Member and Geographic Activities and the Chair, Humanitarian Technologies – one member from Regions (1)-(7) and one member from Regions (8)-(10). The Appointments are for one-year terms and eligible for consecutive re-appointment of up to two additional one-year terms.

5.2.5.2 Technical Activities Board (TAB) Representatives (2)

Two members, jointly appointed by the Vice President, Technical Activities and the Chair, Humanitarian Technologies**.** Appointments are for one-year terms and eligible for consecutive re-appointment of up to two additional one-year terms.

5.2.5.3 Educational Activities Board (EAB) Representative (1)

One member, jointly appointed by the Vice-President, Educational Activities Board (EAB) and the Chair, Humanitarian Technologies. Appointments are for one-year terms and eligible for consecutive re-appointment of up to two additional one-year terms.

5.2.5.4 Standards Association (SA) Representative (1)

One member, jointly appointed by the President, Standards Association (SA) and the Chair, Humanitarian Technologies. Appointments are for one-year terms and eligible for consecutive re-appointment of up to two additional one-year terms.

5.2.6 HTB Staff Secretary

There shall be an HTB Staff Secretary, as designated by the IEEE Executive Director.

Functions

a) Serve as ex officio, non-voting member of the HTB and serve on other HTB related bodies as appropriate.
b) Serve as the lead Humanitarian Technologies Staff Executive in areas related to Humanitarian Technologies functions of the IEEE.
c) Organize, direct and guide Humanitarian Technologies Department Staff operations in support of HTB.

Duties and Responsibilities

a) Assumes responsibility for the logistical and administrative support of the HTB and its Committees.
b) Represent the interests of the HTB to other bodies, as appropriate.
c) Assists the HTB Chair in determining the administrative needs of HTB and its entities.
d) Advises appropriate IEEE organizational units of HTB actions and plans.
e) Attend all meetings of HTB and appropriate meetings of its committees as time and scheduling allow and support HTB Chair in enhancing HTB interaction with IEEE Volunteer and Staff Leadership.
f) Organize, direct, and guide the Humanitarian Technologies Department professional staff operations in support of the HTB.
g) Assist the HTB Chair in determining the administrative needs of the HTB, and HTB Committees, and assure that those needs are met.
h) Conduct monthly, in-depth studies of cost and revenue and associated budget status
i) Conduct timely progress reviews of activities.
j) Provide advice and counsel regarding program details and preparation for implementation to volunteer task force groups and professional staff program managers.
k) Report to the HTB on activities within the IEEE Humanitarian Activities Department.

5.3 VACANCIES

5.3.1 Chair

The IEEE Board of Directors appoints the chair. The IEEE President can designate an interim chair, typically from among the current membership, should the chair position become vacant or the current holder becomes unable to continue.

5.3.2 Past Chair

The next most recent Past Chair, including from predecessor HTB related entities, available to serve shall fill a vacancy occurring in the office of the Past Chair.

5.3.3 Other Vacancies

Other vacancies shall be filled by the Chair, Humanitarian Technologies, with the exception of the major board representatives, which should be appointed as described in 5.2.5.

6. HUMANITARIAN TECHNOLOGIES BOARD (HTB) COMMITTEES

To facilitate the performance of its mission and vision, and its operational and administrative responsibilities, the HTB has and may establish Committees. This includes the Standing Committees that should be described in this document, but also ad hoc or special committees, particularly for new programs and partnership program efforts as they are being initiated and developed, that may lead to the later formation of a standing committee. HTB may also work, with approval of the IEEE Board of Directors, to establish joint committees. The Chairs of the Committees shall be appointed as described in "HTB Committee Chairs" section 5.2.4 which clarifies that chairs of the standing committees shall be from the HTB voting members and, in general, committee and task force chairs should also be appointed from the membership of the HTB, while the membership of these committees may well draw from the much larger community of volunteers. The members of each HTB Committee shall be approved by the Humanitarian Technologies Board, and are recommended for appointment by the HTB Chair, typically upon consultation with the committee chair.

6.1 HTB Standing Committees

6.1.1 Humanitarian Technologies Best Practices and Projects Committee (HTBPPC)

The HTBPPC will be responsible for establishing a process framework to support all IEEE Humanitarian Technologies. This framework shall include processes, guidance, and conformance criteria to support IEEE policies (i.e. legal compliance, contracts execution, volunteer training, etc.). The HTBPPC will be responsible for supporting the advancement of best practices, including assessment and continuous improvement. The HTBPPC will have the lead responsibility for evaluating and monitoring proposals submitted to HTB for funding. HTBPPC will conduct regular reviews across the IEEE of Humanitarian Technologies activities where execution authority has been delegated to OUs.

The HTB Humanitarian Technologies Best Practices and Projects Committee (HTBPPC) will issue annual RFPs, evaluate proposals, grant funding, and track progress of implemented projects funded through HTB. The Committee must develop and maintain an understanding of the activities of other relevant national and international organizations supporting Humanitarian Technologies-related activities (e.g., United Nations) and ensure that IEEE funded projects are following best practices and demonstrate awareness of existing solutions and activities. The HTBPPC will conduct regular reviews of IEEE Humanitarian Technologies Activities.

The HTBPPC will work with the appropriate committees of the HTB, as appropriate, to:

1. Develop and maintain Humanitarian Technologies-related governing processes.
2. Establish clear criteria for IEEE Humanitarian Technologies programs.
3. Solicit, evaluate, and fund IEEE Humanitarian Technology related proposals.
4. Identify which Humanitarian Technologies initiatives and programs are appropriately in-scope for IEEE.
5. Establish procedures for reporting, oversight and monitoring of ongoing IEEE Humanitarian Technologies initiatives and programs (including SIGHT) to ensure transparency and manage risk.
6. Establish processes and procedures for review, audit, and sun setting of IEEE Humanitarian Technologies activities, and
7. Maintain a "Humanitarian Technologies Volunteer Manual" which shall be reviewed annually.

Composition

The HTBPPC shall consist of up to eight (8) voting members which includes the Chair:

a) At least six (6) members, of which some may be liaisons with other IEEE Humanitarian Technologies-related programs to serve as voting members. These members shall be appointed by the HTBPPC Chair with approval of HTB, three (3) shall be appointed every other year.
b) Chair, Humanitarian Technologies shall serve ex-officio without vote.
c) The HTBPPC Chair may appoint non-voting members to the committee and working groups as deemed necessary with the approval of the HTB Chair. Any travel for non-voting members is subject to HTBPPC Chair approval in consultation with the HTB Chair.

Membership Requirements

All voting members must be IEEE Graduate Student Members or higher.

Financial and Administrative Support

Financial and administrative support shall be provided by the HTB.

Meetings

At least one face-to-face meeting of the Committee should be convened annually. Additional meetings should be called by the Chair as needed. Email correspondence and/or teleconference meetings shall be held as needed.

Meetings will be conducted under an informal application of parliamentary procedures and rules of order. Minutes will be recorded and distributed for each meeting.

Reports

Status reports shall be provided at each HTB meeting, including an annual report of activities at the last regularly scheduled HTB meeting of the year. Other reports are prepared as necessary.

6.1.2 Humanitarian Technologies Events Committee (HTEC)

The HTEC will have the lead responsibility within HTB for building and maintaining strong working relationships across IEEE OU's, and other relevant non-IEEE stakeholders, to work with these partners to promote IEEE's Humanitarian Technologies events internally across the IEEE Operating Units, as well as externally, and to coordinate these events so that they might be collaborative activities when possible.
The HTB Humanitarian Technologies Events Committee (HTEC) will be responsible for responding to and coordinating with events that seek funding from HTB, as well as proactively seeking out event-related opportunities for HTB. Responsibilities will also include planning and organizing of events such as IEEE conferences, with a Humanitarian Technologies-related focus. Additionally, the committee will track the effectiveness of HTB funded events and report status to HTB.

The HTEC will work with the appropriate committees of the HTB and other committees/OUs as appropriate to:

1. Serve as a focal point for identifying Humanitarian Technologies-related event opportunities and facilitating the organization of Humanitarian Technologies-related events around the world, in partnership with relevant stakeholders.
2. Serve as a focal point to seek inputs on new and existing IEEE's Humanitarian Technologies events from the work of other international and national stakeholders working in Humanitarian Technologies-related fields.
3. Provide updates on IEEE OU Humanitarian Technologies conference and event activities to inform all IEEE OUs and HTB about Humanitarian Technologies-related event opportunities around the world; and
4. Maintain a "Humanitarian Technologies Event/Conference Volunteer Manual" which shall be updated annually.

Composition

The HTB HTEC shall consist of up to 9 voting members:

1. HTEC Chair shall be one of the members of HTB and shall be appointed by the Chair of HTB.
2. It is important that existing liaisons with other IEEE Humanitarian Technologies-related programs be considered to serve as voting members. These members shall be appointed by the HTEC Chair, with staggered terms and should have relevant event-related experience.
3. Chair, HTB shall serve ex-officio without vote.
4. The HTEC Chair may appoint non-voting members to the committee and working groups as deemed necessary with the approval of the HTB Chair. Any travel for non-voting members is subject to HTEC Chair approval in consultation with the HTB Chair.

Membership Requirements

All voting members must be IEEE Graduate Student Members or higher.

Financial and Administrative Support

Financial and administrative support shall be provided by the HTB.

Meetings

At least one meeting of the Committee shall be convened annually. Additional meetings shall be called by the Chair as needed (and as financially feasible). Email correspondence and/or teleconference meetings shall be held as needed. Meetings will be conducted under an informal application of parliamentary procedures and rules of order. Minutes will be recorded and distributed for each meeting.

Reports

Status reports shall be provided at each HTB meeting, including an annual report of activities at the last regularly scheduled HTB meeting of the year. Other reports are prepared as necessary.

6.1.3 Finance Committee

The HTB Finance Committee serves as an oversight and advisory body. The Committee shall establish financial goals and procedures for the operations of HTB, develop and implement the HTB budget development process, and monitor the financial performance of Humanitarian Technologies-related activities. The HTB Finance Committee is responsible for making recommendations on all financial matters to the HTB and for keeping them fully informed on all financial issues.

Functions

The HTB Finance Committee shall:

a) Develop the HTB annual budget.
b) Review IEEE Humanitarian Technologies-related budgets.
c) Review financial performance of IEEE Humanitarian Technologies and monitor the performance of the overall HTB budget.
d) Formulate financial goals and procedures for IEEE Humanitarian Technologies-related operations.
e) Develop financial projections for IEEE Humanitarian Technologies-related operations.
f) Review financial audits of IEEE Humanitarian Technologies-related operations.
g) Develop processes to allow this OU to budget and sustain programs with a portfolio of resources, funded directly from the IEEE budget and augmented by donations.
h) Maintain the HTB Finance Manual.
i) Report at each HTB meeting a summary review of the financial status of HTB including projections of income and expenses relative to the budget, and of trends in expenses and income compared to actual data for the

previous budget year period. The HTB Finance Committee Chair shall be responsible for communicating the overall HTB financial status.

j) Responsible for development of a summary annual financial report of all IEEE Humanitarian Technologies. This annual report will be submitted to the IEEE Board of Directors on an annual basis.

Composition

The HTB Finance Committee shall consist of the following voting members:

a) HTB Treasurer, who serves as the Committee Chair.
b) Past HTB Treasurer.
c) Two (2) Members-at-Large.
d) HTB Secretary (or designee).

Membership Requirements

Voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member or higher. Diversity of Committee members with respect to such factors as gender, geographical region, and sector (public/private/education and research/societal, /other) is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee. Since the selection of the two (2) Members-at-Large is unconstrained, overall diversity of the Committee should be considered in the selection of these members.

Appointments and Terms of Office

The HTB Treasurer shall serve a one-year term. The HTB Treasurer shall serve as the HTB Finance Committee Chair, who is a voting member of HTB and the IEEE Finance Committee.

The Chair may appoint a Vice-Chair from among the voting members of the Committee.

The Past Committee Chair shall serve a two-year term to coincide with the sitting Chair's tenure.

The two (2) Members-at-Large are appointed by the Committee Chair and shall serve two-year staggered terms, with reappointment permissible for a maximum of three (3) terms.

Financial and Administrative Support

The principal financial support for the HTB Finance Committee shall be provided through the normal budgetary processes of the Humanitarian Technologies Board. Administrative support for the Committee will be provided by the Humanitarian Activities Department and includes agenda preparation, minute taking, distribution and follow-up of action items, data gathering and analysis, subject matter expert and strategic analysis.

6.1.3.1 Ad Hoc Committees of the Finance Committee

An Ad Hoc Committee may be appointed to address a specific issue with significant components requiring input or recommendations from the Finance Committee to the HTB. The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment. The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the committee Chair.

6.1.4 Humanitarian Technologies Outreach Committee (HTOC)

The HTOC is responsible for identifying, developing, and promoting IEEE Humanitarian Technologies-related initiatives, programs and other activities that are value-added for IEEE and its members, bringing together multiple OUs to provide broad and deep perspectives on a particular topic, application, or technology. The HTOC will have the lead responsibility within HTB for building and maintaining strong working relationships with other IEEE operating units, and other relevant non-IEEE stakeholders, to work with these organizational units as partners to promote IEEE's Humanitarian Technologies activities. In addition, HTOC, in cooperation with HTBPPC, will take responsibility for strengthening digital skills, project monitoring and maintenance capacity in disadvantaged and underserved communities to support long-term Humanitarian Technologies viability and impact.

The HTOC is responsible for delivering, maintaining, and updating foundational and initiative and program specific education and skills capacity building modules; Collaborating with other key stakeholder groups who have created relevant content assets for necessary adoption and adaptation to fill gaps and reduce duplication of effort and maximize potential impact.

The HTOC will work with the appropriate committees of the HTB and other committees/OUs as appropriate to:

1. Serve as a focal point for identifying opportunities and facilitating the implementation of Humanitarian Technologies-related activities in IEEE Regions/Sections/Chapters and Societies/Councils.
2. Serve as a focal point to seek inputs on new and existing IEEE Humanitarian Technologies-related programs and activities.
3. Develop educational and skills capacity building materials and programs for IEEE volunteers contributing to Humanitarian Technologies activities.
4. Educate IEEE staff and volunteers, and potentially other technology and engineering organizations working in the Humanitarian Technologies fields.
5. Ensure effective communications between Humanitarian Technologies activities and the resources of HTB.
6. Serve as a focal point for identifying opportunities and facilitating the implementation of IEEE Humanitarian Technologies.
7. Serve as a focal point to seek inputs on new and existing IEEE Humanitarian Technologies activities informed by the work of other technical organizations, NGOs, and INGOs working in the Humanitarian Technologies space.
8. Provide updates on IEEE Humanitarian Technologies activities, such as newsletter articles, virtual communities, and related interactions, to inform Regions/Sections/Chapters and Societies/Councils about IEEE, and non-IEEE, Humanitarian Technologies-related opportunities.
9. Develop and disseminate to the public at large, Humanitarian Technologies-related educational and capacity building materials resulting from activities across IEEE.

Composition

The HTB HTOC shall consist of up to 12 voting members, including the Chair and one non-voting member as follows:

a) HTOC Chair must have proven ability, experience, and track record of successfully working in partnership with local stakeholders in developing countries or low-resource communities. Ability to work with IEEE leadership across multiple OUs.
b) The HTOC Chair may appoint non-voting members to the committee and working groups as deemed necessary with the approval of the HTB Chair. Any travel for non-voting members is subject to HTOC Chair approval in consultation with the HTB Chair.
c) Chair, HTB, shall serve ex-officio without a vote.

Membership Requirements

All voting members must be IEEE Graduate Student Members or higher.

Financial and Administrative Support

Financial and administrative support shall be provided by the HTB.

Meetings

At least one face-to-face meeting of the Committee shall be convened annually. Additional meetings shall be called by the Chair as needed. Email correspondence and/or teleconference meetings shall be held as needed. Meetings will be conducted under an informal application of parliamentary procedures and rules of order. Minutes will be recorded and distributed for each meeting.

Reports

Status reports shall be provided at each HTB meeting, including an annual report of activities at the last regularly scheduled HTB meeting of the year. Other reports are prepared as necessary.

6.1.5 Humanitarian Technologies Programs Committee (HTPC)

The HTPC provides for the administration of those programs whose Humanitarian Technologies activities are assigned or taken for lead administration by the HTB, and ad hoc subcommittees or working groups may be formed to support that purpose, especially for programs in development.

Composition

The HTB HTPC shall consist of up to 9 voting members, including the Chair as follows:

a) HTPC Chair shall be one of the members of HTB and shall be appointed by the Chair of HTB who has ability and experience from multiple IEEE HT projects and the ability to work with IEEE leadership across multiple OUs.
b) The HTPC Chair may appoint non-voting members to the HTPC and working groups as deemed necessary for the success of the involved programs, by or with the approval of the HTB Chair. Any travel for non-voting members is subject to HTPC Chair approval in consultation with the HTB Chair.
c) Chair, HTB, shall serve ex-officio without a vote, and approves all program committee or working group chairs, who need not be voting members of HTB.

Membership Requirements

All voting members must be IEEE Graduate Student Members or higher.

Financial and Administrative Support

Financial and administrative support shall be provided by the HTB.

Meetings

At least one face-to-face meeting of the Committee shall be convened annually. Additional meetings shall be called by the Chair as needed. Email correspondence and/or teleconference meetings shall be held as needed.

Meetings will be conducted under an informal application of parliamentary procedures and rules of order. Minutes will be recorded and distributed for each meeting.

Reports

Status reports shall be provided at each HTB meeting, including an annual report of activities at the last regularly scheduled HTB meeting of the year. Other reports are prepared as necessary.

6.1.5.1 SIGHT Committee (SIGHT)

SIGHT Committee operates as a subcommittee under HTPC, to manage and coordinate aspects of the IEEE SIGHT above the local community level. The SIGHT name is derived from Special Interest Group on Humanitarian Technology; and SIGHT efforts advance the mission and vision of HTB through generally smaller, local community volunteer group efforts. The committee's charge includes approving new SIGHT teams or groups, overseeing the use of the SIGHT brand by groups, ongoing training of these teams, organizing community engagement activities for the related communities, and supporting some SIGHT projects. It also oversees and tracks the results of SIGHT teams and projects, sunsetting of teams and groups.

6.1.5.2 HTPC Ad Hoc Program Subcommittees

Program committees, operating as subcommittees under HTPC, may be formed by the HTB to administer an individual program and or to provide HTB program leadership in partnership efforts, with special or ad hoc committees being common initially, particularly as they are being developed. The scope, membership, source of funding, and expected duration of each such special program committees are typically limited to one year, and subject to renewal or reappointment by the HTB.

6.2 HTB Ad Hoc Committees

An Ad Hoc Committee may be appointed to address a specific issue or development opportunity in Humanitarian Technology or supporting its communities, particularly for new programs and partnership program efforts as they are being initiated and developed. These are expected to be of limited duration but may lead to the later formation of a standing committee. The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee are typically limited to one year, and subject to renewal or reappointment. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Chair, Humanitarian Technologies.

Meetings

The Committee meets a minimum of three (3) times per year. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Committee Chair. Voting shall be conducted in accordance with Robert’s Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote. The business of any ad hoc committees shall normally be accomplished by electronic mail, phone, virtual community, etc.

Reports

The Committee Chair shall provide a verbal and written report to HTB during each OU series of meetings, outlining the committee activities transacted.

Financial and Administrative Support

This committee will be funded by HTB. The Committee Chair shall have the responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

The principal staff support for the Committee is provided by the Humanitarian Activities Department and includes preparing agendas and minutes, meeting coordination and consultation on HTB issues.

APPENDIX A – HTB Membership

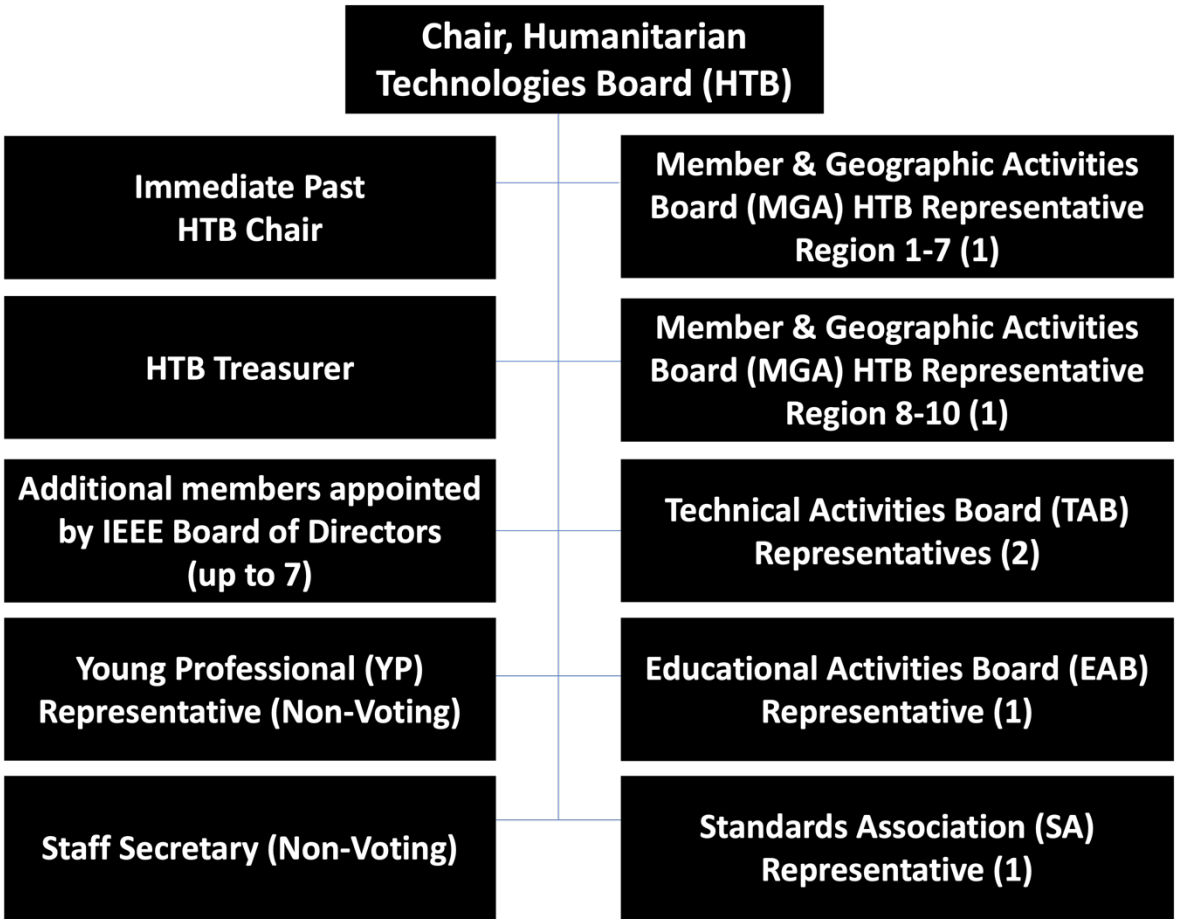

Figure 1. Membership of HTB

APPENDIX B – HTB Committee Composition

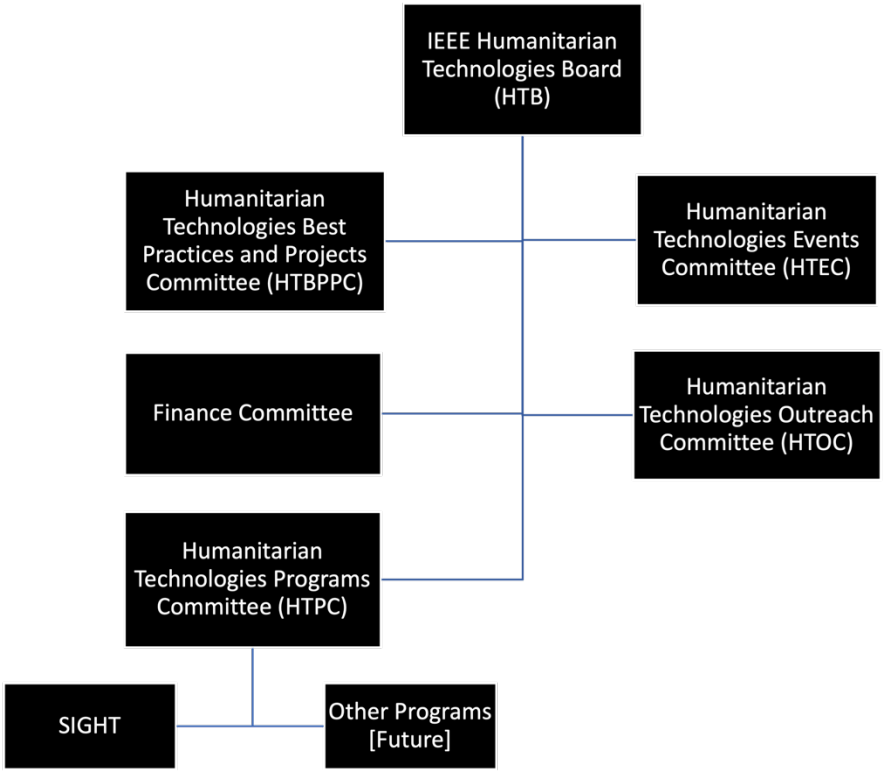

Figure 2. HTB with Standing Committees