

IEEE HISTORY COMMITTEE OPERATIONS MANUAL

1.1 – Vision

To preserve, research and promote the history of information and electrical technologies.

1.2 – Mission

The History Committee shall be responsible for promoting the collection, writing, and dissemination of historical information in the fields covered by IEEE technical and professional activities, as well as historical information about the IEEE and its predecessor organizations.

The Committee shall provide assistance to all major boards, work with external institutions when helpful information is requested and can be secured, and provide information and recommendations to the Board of Directors when appropriate. The History Committee also works with the IEEE History Center in recommending historical projects to be carried out by or under the direction of the Center.

1.3 – Governance

The policies, procedures, and rules of operation by which the IEEE History Committee are governed are contained in the following documents:

- IEEE Certificate of Incorporation
- IEEE Constitution
- IEEE Bylaws, specifically I-304.2.c and I-305.12
- IEEE Policies
- IEEE History Committee Information

1.4 – Membership and Activities

The History Committee shall report to the Board of Directors.

The History Committee shall consist of not more than 15 members, appointed by the IEEE Board of Directors, who shall be chosen for knowledge of and interest in electro technical history. In view of the special expertise required, non-members of the IEEE shall be eligible for appointment as voting members of this Committee. The Chair shall be an IEEE member. Terms shall be two years with reappointment permissible for a second two-year term. The Chair shall be selected from among the members for a one-year term with reappointment permissible for one additional term. The Staff Secretary shall serve as an ex officio non-voting member.

The History Committee shall have at least one member who obtained his or her first collegiate degree within the last fifteen years at the time of the appointment and who is of Graduate Student Member, Member grade, or higher.

Among the activities which IEEE History Committee members will be called upon to participate in are:

- Serving as advocates for Milestone Proposals
- Evaluating applicants and selecting the IEEE Life Members' Fellowship in the History of Electrical and Computing Technology
- Evaluating books and choosing the recipient of the IEEE William and Joyce Middleton Electrical Engineering History Award

1.4.1 — Liaison and Corresponding Members

The IEEE History Committee shall have non-voting liaison and corresponding members. These may be liaisons from organizational units of IEEE, liaisons from staff or volunteers of IEEE sister organizations active in history, or corresponding members, who are individuals such as historians, museum curators, and archivists, former IEEE History Committee members, and former liaison members whose involvement can benefit the History Committee.

Liaison and corresponding members are appointed by the Chair upon recommendation by organizational units of IEEE or History Center staff. There is no maximum or minimum number of liaison and corresponding members.

The purpose of the liaison members is to coordinate IEEE's history activities across IEEE's organizational units, increase visibility and cooperation and to communicate IEEE's history activities with other organizations in related fields of technological history.

The purpose of the corresponding members is to assist furthering the work of the Committee through their expertise and experience in relevant matters.

Liaison and corresponding members may be invited by the History Committee Chair to attend any meeting.

Current voting members of the History Committee are expected to serve as Milestone advocates. Former voting members of the History Committee may also serve as Milestone advocates.

Expenses incurred by liaison and corresponding members are not reimbursed through the History Committee budget, but expenses for liaisons from IEEE organizational units may be reimbursed by their respective OUs.

1.5 — Meetings

The IEEE History Committee shall normally hold two in-person meetings per year. The time and location of the IEEE History Committee's meetings shall be determined at the IEEE History Committee's discretion. The IEEE History Committee may hold additional teleconferences as needed.

As noted in Bylaw I 300.4.3, except as may otherwise be specifically provided by statute, the Certificate of Incorporation of the corporation or these Bylaws, members of the Board of Directors or any committee or board thereof may

participate in a meeting of such board or committee 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.

1.5.1 — Parliamentary Procedure

Unless otherwise specified in the IEEE Bylaws, Policies, or this Manual, business at IEEE History Committee meetings will be conducted according to *Roberts Rules of Order*. A majority of the voting members shall constitute a quorum. Unless otherwise specified in the IEEE governance documents, a vote of the majority of the voting members of the IEEE History Committee present at the time of the vote, provided there is a quorum, shall constitute an act of the IEEE History Committee.

1.5.2 — Minutes

Meeting minutes are prepared after the IEEE History Committee meeting or teleconference and approved at the following meeting.

2. — Milestones Program

The IEEE Milestones program honors significant technical achievements in all areas associated with IEEE. The designated fields (per IEEE Bylaw I-104.11) are:

- Engineering;
- Computer sciences and information technology;
- Biological and medical sciences;
- Mathematics;
- Physical sciences;
- Technical communications, education, management, law and policy.

The Milestones Program is a program of the IEEE History Committee, administered through the IEEE History Center. IEEE Milestones recognize the technological innovation and excellence for the benefit of humanity found in unique products, services, seminal papers and patents. Milestones honor the achievement, rather than a place or a person. Milestones are proposed by any IEEE member, and are sponsored by any one or more IEEE Organizational Unit(s) (OU) such as IEEE section(s), society(ies), chapter(s) or student branch(es).

To be proposed as an IEEE Milestone, an achievement must be at least 25 years old, have benefited humanity, and must have had widespread geographical importance. The achievement must not be the subject of current litigation. There is no maximum or minimum number of achievements which may be proposed or dedicated as milestones in any calendar year. There is no maximum or minimum number of achievements which may be proposed or dedicated as milestones by any organizational unit or units. There is no maximum or minimum number of achievements which may be proposed or dedicated as milestones within any geographical or technical area.

The official IEEE plaque is the English-language plaque. The sponsoring organizational unit(s) may, at their expense, request a plaque or plaques in other

languages. The translation must be made—or validated by—a third-party professional translator at the sponsoring organizational unit(s)' expense.

3. — The IEEE William and Joyce Middleton Electrical Engineering History Award

The Middleton is awarded to the author(s) of one book each year in the history of an IEEE-related technology that both exemplifies exceptional scholarship and reaches beyond academic communities toward a broad public audience. Initially, the William and Joyce Middleton Electrical Engineering History Award will be for a book published in English. Books that have been translated from another language will be eligible for three years after publication date of the translation. Books will be considered that have been published in the previous three years.

The Awards Subcommittee of the IEEE History Committee reviews the candidate books and recommends the winner to the full IEEE History Committee, which then votes on the winner.

4. — IEEE Fellowship in the History of Electrical and Computing Technology

The Fellowship supports one year of full-time graduate work, or one year of post-doctoral research for a scholar in this field who has received his or her Ph.D. within the past four years in the history of IEEE's designated fields. These are defined per IEEE Bylaw I-104.11 as:

- Engineering;
- Computer sciences and information technology;
- Biological and medical sciences;
- Mathematics;
- Physical sciences;
- Technical communications, education, management, law and policy.

The Awards Subcommittee of the IEEE History Committee reviews the Fellowship applications and recommends the winner and an alternate (in case the winner is unable to accept) to the full IEEE History Committee, which then votes on the winner.

Approved by IEEE History Committee 9 October 2016

Approved by the IEEE Board of Directors 26 June 2017

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