

**The 2018 SEM Ballot Nomination Site is now open:**

[SEM-2018-Election-Nominations](#)

(Use 'Control + Click' to follow the link.)

**Nominations opened August 10, and will close on September 21, 2018.**

Each year we hold elections for officers in our Section.

The elections this year include:

### **Section Executive Committee (1)**

**Chair-Elect** – assume office on 1, January 2019 for a one year training term.

**Vice-Chair-Elect** – assume office on 1, January 2019 for a one year training term.

Secretary Elect – Next year.

Treasurer Elect – Next year.

### **Terms:**

The officer 'elect' position is designed to give officers a 1 year 'training' period before taking office during which they will have the opportunity to 'shadow' the current office holder and 'learn the ropes'. We believe this will result in a smoother transition for the new officer when he/she takes over the position and better long range continuity of programs.

All Geo-units (Affinity Groups and Technical Chapters) officers remain as single year terms as shown below.

### **Affinity Groups (all 4) and Chapters (all 17)**

Chair - assume office on 1, January 2019 for a one year term.

Vice-Chair - assume office on 1, January 2019 for a one year term.

Secretary – assume office on 1, January 2019 for a one year term.

Treasurer – assume office on 1, January 2019 for a one year term.

Note: If any elected officer is not replaced by election or appointment, he or she retains the office along with all of its responsibilities.

(Please Note: Standing Committee officers are appointed by the Section Executive and are not elected to their posts.

### **Job Descriptions:**

Job Descriptions along with 'Quick Start Guides' for each position may be found in the **IEEE Center for Leadership Excellence** located at:

<https://ieee-elearning.org/CLE/>

Look in the "Volunteer Position Training" section for each office description.

### **Nominations:**

The nomination process begins with the collection of ballot candidate nominations for each office.

To collect ballot nominations we use a vTools Survey form. The form is located at:

[SEM-2018-Election-Nominations.](#)

### **Requirements:**

The IEEE MGA requires that elected Section and Geo-unit officers meet the following criteria:

- Active member status (i.e. dues paid),
- Member Grade above Student, i.e.: Graduate Student, Member, Senior Member, Life Member or, Fellow, (Note: Student Members may hold offices within their individual Student Branches or HKN Chapters. Student Branches and HKN Chapters hold their own elections at times selected by each.)
- Membership in the 'Geo-unit' (Chapter or Affinity Group) selected,

(Note: All members residing in Southeastern Michigan are by default members of the 'Section' and therefore may run for any Section Executive Committee office but, you must be a 'member' of the associated Society to run for office in an Affinity Group or Technical Chapter.)

**Candidates, for Affinity Groups or Chapters must be members of that particular 'Geo-unit'.**

If you are unsure of your particular Affinity Group or Chapter affiliation, use the IEEE.ORG main website: <https://www.ieee.org/> Sign into the site (upper right at top of page) and then click on you name to enter your Personal Profile page. Your current IEEE affiliations are listed under "**Membership and Subscription History**". Compare these with the supporting Societies or Affinity Group sponsors to determine the offices in the Chapter or Affinity Group you may 'run' for using the candidate nomination process.

**Self Nomination:**

When you begin the nomination process, please have the following information on hand to successfully complete the online nomination form includes:

- Name as listed with the IEEE,
- IEEE member number,
- e-mail address,
- Phone number,
- Member grade,
- Geo-unit of your choice,
- Position for nomination,

**Optional items:**

You may also prepare the following optional items as part of the candidate package:

- Biography or position statement (**100 words or less**) and
- Photo (jpg **50kbytes** or less – This must be stored in a separate file with a separate link).

**Nominating someone else:**

You may nominate another person on their behalf. However, you will need their IEEE Member number and all the other relevant information required of any candidate. You must also identify yourself as the nominator. *(This is to prevent someone being nominated for an office without their knowledge of that action.)*

**Schedule:**

The current schedule for nominations and elections this year is planned as follows:

August 10 nominations open,  
**September 21 nominations close,**  
September 30 ballot ratification by the SEM Executive Committee *(To be completed electronically.)*,  
October 7 elections open,  
October 21 elections close,  
November 1 election results sent for ratification by the SEM Executive Committee.

The Nominations and Appointments Committee will have the final results available for review and final ratification at the November 7<sup>th</sup> Executive Committee teleconference meeting,

The final steps in the nomination and election process are notifying each elected candidate, getting his/her confirmation of acceptance of their new position and publishing the election results in the December issue of Wavelengths.

The system to collect candidates is now open, and fully functional. We invite all qualified Section members to consider placing your names 'in nomination' for the office where you might both gain experience and be of help to the Section.

**[SEM-2018-Election-Nominations.](#)**

<https://getfoureyes.com/s/a60uH/>