



Executive Board Election Guidelines
2020-2021 Academic Year

1. Summary

This year the IEEE, UMBC Student Branch will be hosting virtual elections for all of its positions. Elected candidates will serve on the IEEE Executive Board for the duration of the 2020-2021 academic year.

Please email ieee_student_org@umbc.edu with any questions you may have.

2. Election Process

2.1. Announcement and Application

The announcement for elections shall be posted on the myUMBC page, posted on discord, and sent out over email. Students who wish to run for a position on the Executive Board must submit their application through the google form that will be attached to this announcement. Candidates will be asked to provide their umbc email address, their name, major, expected graduation date, and a brief description about why they want to run for a specific position. Candidates may also indicate on the form a secondary position they are interested in, if they do not get their primary choice.

2.2. Voting and Final Results

Once the application deadline has passed, all applicants shall be reviewed by the current Executive Board, and then a voting form shall be released on myUMBC, discord, and broadcasted over email. This form shall collect email addresses, but only to ensure each person only votes once.

Once the voting period ends, the Executive Board shall review the results and post the final listing of the new Executive Board on myUMBC, discord, and email. The new Executive Board shall then be contacted, and each position shall begin their training. Training will include overall Executive Board training (about 1 hour), and time with the member being replaced.

2.3. Election Timeline

Description	Start Date	End Date
Announcement of elections and candidate preparation	4/15/2020	4/17/2020
Accepting submissions for candidates	4/15/2020	4/21/2020 @ 11:59pm
Candidates posted and voting is open	4/22/2020	4/28/2020 @ 11:59pm
Announcement of official Executive Board for next year	4/29/2020	4/30/2020

3. Executive Board Members Introduction

3.1. General Description

The Executive Board runs all aspects of our student branch, from both the IEEE and UMBC perspectives. Executive Board members are responsible for organizing events for UMBC students that represent IEEE's mission. This includes creating workshops and workshop content, designing projects for students, and providing resources through our lab hours. In addition to these student-facing activities, Executive Board members must also work with the IEEE Baltimore Section and industry professionals to keep our student branch connected.

The Executive Board is composed of two types of positions. The core five positions, listed in section 6, are the five highest leadership positions of the Board. They provide overall management and structure to the Student Branch and its activities, and are responsible for representing the Student Branch in interactions with UMBC, SGA, IEEE Baltimore Section, other IEEE entities, and industry professionals. To support the core five positions, assistant officers are provided with specific tasks related to the Student Branch's activities, and are responsible for performing those tasks. For example, an assistant secretary may be assigned website management, and would be our webmaster. There can be multiple of each non-core five position.

3.2. Minimum Requirements

All Executive Board members must be undergraduate students enrolled at UMBC. Board members may serve for one semester only if they choose (in non-core five positions), but may not serve after graduating. All Executive Board members will represent the Student Branch in their activities, and should show professionalism in their actions. Executive Board Members who serve in one the core five positions are required to hold an IEEE student membership.

4. Executive Board Positions

4.1. President

The President is the elected leader of the IEEE, UMBC Student Branch. They are responsible for managing the activities of the Student Branch, and for setting a general schedule of major activities for the semester. The President runs Executive Board Meetings (EBM's), reviews the work of other Executive Board members, and represents the Student Branch on official matters with UMBC offices, SGA, the IEEE Baltimore Section and other IEEE entities. The Presidency is one of the core-five positions on the Executive Board.

The President must be a STEM undergraduate student enrolled at UMBC. They are required to have served on the IEEE Executive Board in a core-five position for at least one semester. The President must maintain an active IEEE student membership for the duration of their term.

4.2. Vice-President

The Vice-President is elected to support the President in all of their responsibilities. They are primarily responsible for ensuring that the Student Branch operates within the Guidelines of UMBC and IEEE, and that its Executive Members perform their agreed-upon responsibilities. The Vice-President will also fulfill any responsibilities of the President that the President is unable to perform. This may include running EBM's in the President's absence, attending IEEE Baltimore Section Executive Committee Meetings, and managing event organization. The Vice-Presidency is one of the core-five positions on the Executive Board.

The Vice-President must be an undergraduate student enrolled at UMBC. They are required to have served on the IEEE Executive Board for at least one semester. The Vice-President must maintain an active IEEE student membership for the duration of their term.

4.3. Head Secretary

The Head Secretary elected to manage the Student Branch's members, materials, and general operations. The Head Secretary's primary responsibility is to assign roles to Assistant Secretaries, and to support them in fulfilling those roles. They shall also perform one of the Assistant Secretary roles themselves. All Secretaries, including the Head Secretary, are responsible for ensuring that every activity the Student Branch performs is documented. The Head Secretary position is one of the core-five positions on the Executive Board.

The Head Secretary must be an undergraduate student enrolled at UMBC. They must maintain an active IEEE student membership for the duration of their term.

4.4. Head Treasurer

The Head Treasurer is elected to manage the Student Branch's finances. This core five member of the Executive Board is responsible for making and recording all purchases on behalf of the Student Branch, for ensuring materials are delivered to the IEEE lab on campus, and for noting when these events occur. The Head Treasurer is also responsible for interacting with the SGA finance board (including official treasurer training with SGA) and writing annual reports for the IEEE Baltimore Section.

The Head Treasurer must be an undergraduate student enrolled at UMBC. They must have served on the IEEE Executive Board for at least one semester. They must maintain an active IEEE student membership for the duration of their term. This position will have its candidates screened in advance by the core-five members of the Executive Board.

4.5. Lab Director

The Lab Director is elected to manage IEEE's on campus lab space. Their primary responsibility is to organize lab-related tasks and assign them to the Lab Managers, and to oversee lab hours scheduling and operation. The Lab Director is considered responsible for all activities within the lab, and is therefore the primary enforcer of its

rules. Some responsibilities of the Lab Director include noting and requesting broken equipment be replaced, keeping note of lab equipment and ensuring nothing is stolen, keeping track of who has access to the lab, locking up the lab between breaks, and providing insight on the Student Branch’s hardware capabilities to the Executive Board and other parties. The Lab Director is one of the core five positions on the Executive Board.

The Lab Director must be an undergraduate student enrolled at UMBC. They must maintain an active IEEE student membership for the duration of their term.

4.6. Assistant Secretary

Assistant Secretaries are selected by the Executive Board to perform specific tasks that support the Student Branch and its activities. Assistant Secretaries, like all Executive Board members, will have this specific responsibility, but may also take on additional responsibilities and roles during their term. A list of roles that Assistant Secretaries may fill is shown below.

Assistant Secretaries must be undergraduate students enrolled at UMBC.

Role	Description
Social Media Management	This person shall post photographs and other content on IEEE’s social media page. They are responsible for ensuring IEEE maintains an online presence. This includes updating the Student Branch’s myUMBC page.
Website Management	This person shall act as the webmaster for the Student Branch, and is responsible for updating content on the IEEE website.
Membership Management	This person shall track and update the membership status of those involved in the club.
Projects Management	This person is responsible for collecting regular updates from all active project groups, and ensuring the list of members/materials and the project description is kept updated.

4.7. Lab Manager

Lab Managers are selected by the Executive Board to provide general support to the Student Branch. Their primary responsibility is to assist the Lab Director in hosting lab hours and keeping the lab organized. The Lab Manager position is a fantastic entry position to the Executive Board, as they may pick up responsibilities under almost any

aspect of the Student Branch. All Lab Managers must be undergraduate students enrolled at UMBC.

4.8. Assistant Treasurer

The Assistant Treasurer is selected by the Executive Board to provide support to the Head Treasurer in tracking purchases, taking orders, and maintaining the budget. This position is meant to provide training to future Head Treasurer candidates, and to increase availability of the Student Branch's funds. The Assistant Treasurer must be an undergraduate student enrolled at UMBC.