

IEEE Standards Association Market Incubation & Business Acceleration SMDC Operations Manual

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1. Introduction

1.1 Scope and purpose

The Market Incubation & Business Acceleration (MIBA) SMDC is responsible for cultivating the growth of a single or of a few strategically important businesses through focused dedication of resources.

1.2 Mission

Strategic Management and Delivery Committees (SMDCs) are standing committees of the IEEE SA and are established by the IEEE SA Operations Manual or by the IEEE SA Board of Governors (BOG) to address strategic focus areas that are necessary and critical for the IEEE SA to achieve long-term organizational objectives.

The MIBA SMDC has a mission to help the IEEE SA achieve its strategic goals by incubating one, or a select few, areas of business in order to help the IEEE SA achieve ongoing financial sustainability in support of the IEEE SA Mission.

2. References

IEEE Bylaws (current edition).

IEEE Policies (current edition).

IEEE Standards Association Operations Manual (current edition).

Robert's Rules of Order, Perseus Publishing (current edition).

3. Abbreviations and acronyms

This list offers only those acronyms and abbreviations used in this Operations Manual.

BOG: Board of Governors

IEEE: Institute of Electrical and Electronics Engineers

MIBA: Market Incubation and Business Acceleration

SMDC: Strategic Management and Delivery Committee

SPCC: Strategic Planning Coordination Committee

4. Membership

4.1 Chair

The IEEE SA President may appoint an individual to serve as IEEE SA Vice President, Market Incubation and Business Acceleration and as chair of the Market Incubation and Business Acceleration SMDC. An individual may serve as an IEEE SA Vice President, MIBA, for up to six consecutive years (see clause 5.9.1 in the *IEEE Standards Association Operations Manual*).

Each SMDC shall operate as a partnership between volunteer and Professional Staff leadership. The Professional Staff Lead for each SMDC shall be considered a Co-Chair in partnership with the IEEE SA Vice President who chairs that SMDC.

4.2 Members

A professional staff lead (MIBA Staff Lead) may be assigned to the MIBA SMDC by the IEEE SA Managing Director.

Members of the MIBA SMDC shall be appointed by the IEEE SA President for a one-year term. MIBA SMDC members shall be of Member or higher grade of IEEE and shall be individual members of the IEEE SA. MIBA SMDC members may serve an unlimited number of consecutive terms. Candidates for membership in the MIBA SMDC may be proposed by the IEEE SA President, MIBA SMDC chair, or by the IEEE SA Nominations and Appointments Committee.

The voting members of the MIBA SMDC shall be the chair and each volunteer member. Professional Staff participants in an SMDC do not hold voting rights.

4.3 Vice Chair

The members of the MIBA SMDC may select a Vice Chair from among its members.

5. Standing Committees of the MIBA SMDC

Standing Committees of the MIBA SMDC may be created in accordance with section 6.4.

6. Operations

6.1 Quorum

A quorum shall exist when 50% or greater of the voting members of the MIBA SMDC are present.

6.2 Voting

Voting may occur at face-to-face meetings, electronic meetings, or via electronic ballot. The MIBA SMDC may also act via consensus, i.e., a lack of sustained objection.

6.3 Meetings

The MIBA SMDC shall meet as often as necessary to accomplish its goals and objectives in a timely manner.

Meetings shall be called with advance notice of at least five (5) business days. An agenda shall be provided at least three (3) business days in advance. Notice for meetings held to respond to or discuss time sensitive requests from IEEE Staff, the IEEE SA BOG, the leaders of initiatives being incubated or accelerated by the MIBA SMDC, or potential customers of related services may be shortened based on necessity.

6.4 Subcommittees and ad hoc committees

The MIBA SMDC may have committee(s) of the BOG organized under it at the discretion of the BOG or as designated in its charter. With the concurrence of the MIBA SMDC chair, the MIBA SMDC may have an ad hoc committee(s) of the BOG organized under it at the discretion of the IEEE SA President or as designated in the ad hoc's charter.

New standing committees of the MIBA SMDC may also be created by a majority decision of the MIBA SMDC and with the concurrence of the IEEE SA BOG.

The chair of the MIBA SMDC may create ad hoc subgroups (e.g., task forces, ad hocs) to assist the MIBA SMDC. If the IEEE SA Vice President, MIBA, wishes to appoint a volunteer who is neither a BOG Member nor a member of the MIBA SMDC as a chair or member of an ad hoc subgroup, approval of the IEEE- SA President shall be obtained.

The chair of the MIBA SMDC, shall be an ex officio member without voting rights in all committees, ad hoc committees, and subgroups organized under the MIBA SMDC for which they are not explicitly assigned as a member with voting rights.

Current subcommittees of the MIBA SMDC are listed in Appendix A, which shall be updated from time to time to reflect changes.

6.5 Reporting

The MIBA SMDC shall report its activities, actions, and progress toward its strategic objectives and initiatives to the IEEE SA BOG as prescribed by the BOG. In addition, during the course of the development of the IEEE SA Strategic Plan, the MIBA SMDC shall provide suggested new goals and initiatives with supporting objectives applicable to the MIBA SMDC to the IEEE SA Strategic Planning and Coordination Committee (SPCC).

6.6 Minutes and Meeting Notes

Minutes shall be recorded at all meetings. Meeting agendas and minutes shall be made available to BOG members in accordance with the IEEE SA Operations Manual. The MIBA SMDC may circulate internal documents without an obligation to share them further.

7. Maintenance

7.1 Maintenance and modification of the *IEEE Standards Association MIBA SMDC Operations Manual*

This manual will be maintained by the IEEE SA MIBA SMDC and IEEE Standards Department Staff. Proposed modifications to this manual shall be submitted to the IEEE SA Vice President, MIBA.

Any amendments to this manual shall be approved by a majority vote of the MIBA SMDC, with advance notice prior to said vote. Such changes shall become effective after approval of the IEEE SA BOG.

7.2 Conflict with *IEEE Standards Association Operations Manual*

In all cases where conflict exists between this manual and the *IEEE Standards Association Operations Manual*, the *IEEE Standards Association Operations Manual* shall control. In cases where the *IEEE Standards Association Operations Manual* is silent, this manual shall control.

APPENDIX A – Current Subcommittees of the MIBA SMDC

Open-Source Committee (OSCOM)

OSCOM is a committee authorized by the IEEE Standards Association (IEEE SA) Board of Governors (BOG) to provide guidance, oversight, and life-cycle management support for IEEE Open-Source Projects, including IEEE Open-Source Projects incorporated into IEEE standards. OSCOM operates in an open, transparent, and community-driven fashion. OSCOM works in cooperation with the IEEE Open-Source Community Manager and IEEE staff who establish detailed operations and maintenance policies and procedures for the IEEE Open-Source Platform and IEEE Open-Source Projects. The OSCOM operations manual can be found on the IEEE SA website.