

**CONSTITUTION,
BYLAWS
AND
EXECUTIVE COMMITTEE
OPERATING PROCEDURES
OF THE**

*COMPUTERS & INFORMATION
IN
ENGINEERING DIVISION*

**THE AMERICAN SOCIETY
OF MECHANICAL ENGINEERS**

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TABLE OF CONTENTS

INTRODUCTION	1
CONSTITUTION	1
Article I Name.....	1
Article II Vision and Mission Statements	1
Article III Objectives	2
Article IV Activities.....	4
Article V Executive Committee	4
Article VI General Committee.....	5
Article VII Standing, Technical, Special, Advisory and Finance Committees	6
Article VIII Technical Editors.....	6
Article IX Liaison Representatives	7
Article X Interpretation	8
Article XI Amendments.....	9

Computers and Information in Engineering Division
Constitution, Bylaws and Executive Committee Operating Procedures

BYLAWS	10
Article I Officers	10
Article II Committees	11
Section 1 Standing Committees	11
Section 2 Technical Committees	13
Section 3 Special Committees	15
Article III Committee Functions	17
Section 1 Executive Committee and General Committee Quora	17
Section 2 Vacancies on Committees	17
Section 3 Committee Reports	17
Article IV Division Reports	17
Article V Conferences	17
Article VI Technical Editors	18
Article VII Interpretation	19
Article VIII Amendments	20

Computers and Information in Engineering Division
Constitution, Bylaws and Executive Committee Operating Procedures

OPERATING PROCEDURES OF THE EXECUTIVE COMMITTEE.....	21
Article I Chair	21
Article II Vice Chair	21
Article III Computers and Information in Engineering Conference Executive	22
Article IV Secretary	22
Article V Member-at-Large	23
Article VI Immediate Past Chair	23
Article VII Interpretation	23
Article VIII Amendments.....	23

INTRODUCTION

Purpose

The intention of this document is to provide a means to evolve a shared vision of what and how the Computers and Information in Engineering Division (CIE) will enhance the practice of engineering through the dissemination of emerging technology and knowledge that will enhance the integration of Mechanical Engineering, Software Engineering, and Computer Engineering.

CONSTITUTION

Article I Name

1. This division shall be known as the Computers and Information in Engineering division of The American Society of Mechanical Engineers International.
2. The Computers and Information in Engineering Division shall hereinafter be referred to as the Division.
3. The American Society of Mechanical Engineers International shall hereinafter be referred to as the Society.

Article II Vision and Mission Statements

1. **CIE Vision - What we want to be?**
The *Computers and Information in Engineering Division* will provide a forum for enhancing the practice of engineering by understanding the application of emerging technologies that impact critical engineering issues of representation, product design and product development, exchange, management and integration of information throughout the entire engineering product and process life-cycle.
2. **CIE Mission - What we want to do?**
The *Computers and Information in Engineering Division* will enhance the practice of engineering through the dissemination of emerging technology and knowledge that will enhance the integration of Mechanical Engineering, Software Engineering, and Computer Engineering.
3. **CIE Differentiation**
The *Computers and Information in Engineering Division* of ASME promotes the dissemination of knowledge at the interface between Mechanical Engineering, Software Engineering, and Computer Engineering.

Article III Objectives

The objectives of the Division are:

1. To constitute a professional division of the Society in the fields of computers and information in engineering in accordance with the Society's Constitution, Bylaws and Rules.
2. To promote the art and science of mechanical engineering in accordance with the following statement of scope:

The activities and interests of the Division shall include all phases of mechanical engineering as they relate to:

- Enhancement of the integration of Mechanical Engineering, Software Engineering, and Computer Engineering;
 - Optimization of life-cycle processes including the specification, conception, evolution, design, manufacturing, and retirement of products; and
 - Computer and information issues in Mechanical Engineering education.
3. To encourage and foster research, development and dissemination of information within the scope of the Division's activities.
 4. To encourage the interchange of ideas among engineers by:
 - Encouraging the preparation and publication of papers that present new technologies and knowledge at the intersection of Mechanical Engineering, Computer Engineering, and Software Engineering.
 - Organizing programs for the presentation and discussion of technical information where all members of the Society may meet on an equal basis to exchange opinions, experiences and technical data.
 5. To direct attention to outstanding engineering achievement in areas related to the Division's vision and mission, and to recommend suitable recognition by the Society for such achievement.
 6. To ensure that the activities of the Division shall be directed by members of the Society who have attained prominence in research and practice related to the use of computers and information in engineering, and who have shown by activity within the Division the ability and willingness to discharge such responsibilities.

Article IV Activities

1. The Division shall sponsor Computers and Information in Engineering Conferences (CIE) to be organized by one or more technical committees of the Division, as defined in Article VII, Paragraph 2.
2. The Division shall participate in the International Mechanical Engineering Congress and Exhibition of the Society.
3. Technical committees shall be maintained for designated fields of computers and information in engineering.
4. A technical committee may sponsor a technical conference independent of the CIE with the approval of the Executive and General Committees of the Division.
5. The Division shall facilitate the publication of archival-quality papers in the ASME Journal of Computing and Information Science in Engineering (JCISE).
6. The Division shall participate in joint sessions with other organizations when such participation is of benefit to the Division, to the Society, and to the engineering profession.
7. The Division may recommend and submit reports and data of permanent value or of exceptional interest for publication by the Society or through other suitable channels.
8. The Executive and General Committees of the Division shall meet at least once per year at the Computers and Information in Engineering Conference. Additional meetings may be called at the discretion of the Chair of the Division.

Article V Executive Committee

1. The Executive Committee shall consist of six members: five elected members in accordance with Paragraph 3 below, and the immediate past Chair. In summary these are:
 - Chair
 - Vice Chair
 - CIE Conference Executive
 - Secretary
 - Member-at-Large
 - Immediate Past Chair
2. One new member shall be nominated each year, in accordance with Article I, Paragraph 2 of the Bylaws, for appointment to the Executive Committee by the Council on Engineering for a term of six years.
3. The five elected members of the Executive Committee and their responsibilities shall be:
 - **Chair:** Chief officer of the Division; Division's representative to the Operating Board, Systems and Design Group.
 - **Vice-Chair:** Division's representative to IMECE; oversight of standing committees; and special projects.
 - **CIE Conference Executive:** Coordination of the Computers and Information in Engineering Conferences; liaison with CIE technical committees.
 - **Secretary:** Documentation of meetings (minutes); preparation and mailing of newsletter; review of past CIE conferences.
 - **Member-at-Large:** Assist CIE Conference Executive with arrangements for CIE Conference; assist Secretary with review of past conferences.

They shall serve their first five years on the Executive Committee in an orderly succession as follows. The new member of the Executive Committee shall serve as the Member-at-Large during the first year. In the second year, the member shall be the Secretary. In the third year, the member shall be the CIE Conference Executive, with oversight of the Technical Program Chair of CIE. In the fourth and fifth years on the Executive Committee the member shall be successively the Vice-Chair and Chair of the Executive Committee.

4. The Division's representative to the Operating Board, Systems and Design Group shall be the current Chair.
5. The Chair, Vice-Chair, and Secretary of the executive Committee shall be respectively the Chair, Vice-Chair, and Secretary of the Division.
6. The annual terms of office of the members of the Executive Committee shall run coincident with the administrative year of the Society (July 1st to June 30th).
7. All members of the Executive Committee are voting members.
8. Vacancies on the Executive Committee shall be filled by a special election conducted by the Executive Committee in accordance with the provisions in the Constitution, Bylaws and Rules of the Society.
9. Members of the Executive Committee must be Associate Members, Members, or Fellows of the Society.

Article VI General Committee

1. The General Committee shall consist of all members of the Executive Committee defined in Article V; all chairs of all committees defined in Article VII; the Technical Editor defined in Article VIII; all liaison representatives defined in Article IX; and all chairs of conferences sponsored by the Division that are scheduled on the executive calendar of the Division.
2. Appointments or re-appointments to the General Committee shall be made annually at the beginning of the administrative year of the Society by the Chair of the Division for a period of one year.
3. The Chair, Vice-Chair, and Secretary of the executive Committee and of the Division shall be respectively the Chair, Vice-Chair, and Secretary of the General Committee.
4. All members of the General Committee must be members of the Society.

Article VII Standing, Technical, Special, Advisory and Finance Committees

1. The Chair of the Executive Committee shall appoint standing committees to conduct the several phases of the Division's activities in accordance with the provisions of Article II, Section 1 of the Bylaws.
2. Technical committees to represent the major fields of interest to the Division shall be established and maintained in accordance with the provisions of Article II, Section 1 of the Bylaws.
3. The Chair of the Executive Committee shall appoint annually such special committees deemed necessary or advisable to conduct the activities and promote the interests of the Division. Such appointments shall be made in accordance with Article II, Section 3 of the Bylaws.
4. A Finance Committee shall be formed in accordance with Article II, Section 5 of the Bylaws.

Article VIII Technical Editors

1. New technical editors of the Division's journals shall be nominated in accordance with Article VI, Paragraph 2 of the Bylaws for appointment by the Board on Communications. The term of office of each Technical Editor is five years.
2. A vacancy of a Technical Editor shall be filled by special election conducted by the Executive Committee in accordance with the provisions in the Constitution, Bylaws and Rules of the Society. Following election by the Executive Committee, the nominee's name shall be forwarded for approval by the Board on Communications.

Article IX Liaison Representatives

The Chair of the Executive Committee may appoint such liaison representatives as necessary to assist in the execution of the duties of the Chair.

Article X Interpretation

When interpretation of the provisions in this Constitution is necessary, provisions shall be interpreted in accordance with the Constitution, Bylaws and Rules of the Society, by the Constitution and Bylaws Committee if one exists at the time, and otherwise by the Executive Committee.

Article XI Amendments

1. Proposed amendments to the Constitution shall be submitted for approval in writing to the Secretary and the Chair of the Executive Committee at least three months prior to the meeting of the Division at which amendments are to be enacted.
2. If the Executive Committee expects significant effort to be required in interpreting or revising the Constitution, they can at their discretion appoint a Constitution and Bylaws Committee to aid in the process.
3. Proposed amendments to the Constitution of the Division must be approved by the General Committee, defined in Article VI. For approval, amendments must receive a two-thirds majority of votes cast by a General Committee quorum, defined in Article III, Section 1 of the Division Bylaws.
4. After approval by the Division, amendments shall be submitted to the Honors & Bylaws Committee of the Council on Engineering for approval and publication.
5. Amendments to the Constitution shall be publicly announced and shall take effect at the Division meeting at which they are approved.

BYLAWS

Article I Officers

1. The Executive Committee consists of the Chair, Vice-Chair, CIE Conference Executive, Secretary, and Member-at-Large, with responsibilities as identified in the Article V of the CIE Division Constitution.
2. The Executive Committee shall function in accordance with the provisions in ASME Manual MS-11, the Computers and Information in Engineering Division Constitution, and other pertinent directives of the Society.

Article II Committees

Section 1 Standing Committees

1. The Chair of the Executive Committee shall appoint the standing committees which shall include but not be limited to the following:
 - Administrative Committee
 - Communication Committee
 - Finance Committee
 - Honors and Awards Committee
 - Nominating Committee
 - Review Committee
2. The Chair of the Executive Committee shall make all appointments to the standing committees and designate the chair of each standing committee sufficiently prior to taking office to permit discharge of obligations to the Society.
3. Administrative Committee
 - The Administrative Committee shall consist of one or more members each of who shall serve not more than three consecutive years on the committee.
 - The committee shall be chaired by the Vice-Chair of the Executive Committee.
 - The committee shall be charged with keeping current and interpreting the Constitution, Bylaws and Operating Procedures of the Executive Committee of the Division and with keeping them in accordance with the Constitution, Bylaws and Rules of the Society.
 - The committee shall review, rephrase if necessary and initially approve all proposed amendments to the Constitution, Bylaws and Operating Procedures of the Executive Committee in accordance with Article IX of the Constitution, Article VIII of the Bylaws and Article VIII of the Operating Procedures of the Executive Committee.
 - The committee upon request shall make available to all members of the Division committees up-to-date copies of the Constitution, Bylaws, and Operating Procedures of the Executive Committee of the Division.
4. Communication Committee
 - The Communication Committee shall consist of one or more members each of who shall serve not more than three consecutive years on the committee.
 - The Secretary of the Executive Committee shall chair the Communication Committee. The Member-at-Large of the Executive Committee shall serve as vice-chair of the Communication Committee.
 - The committee shall be responsible for preparation and distribution of the Division newsletter.
 - The committee shall provide direction and support for the Journal of Computing and Information Science in Engineering. The committee will serve as primary liaison between the Division and JCISE.
 - The committee will select the Division web master and will have primary responsibility for the Division web site content.
5. Finance Committee
 - The Finance Committee shall be composed of the Vice-Chair of the Division, the Chair of the Division and the Immediate Past Chair.

Computers and Information in Engineering Division
Constitution, Bylaws and Executive Committee Operating Procedures

- The Chair of the committee shall be the Vice-Chair of the Division.
- The Finance Committee shall meet at least once each year in conjunction with one of the meetings of the Division.
- The committee shall review the income and projected expenses of the Division and make recommendations to the Executive Committee.
- The committee shall receive and review annual requests from technical and standing committees for allocations from the custodial account and make recommendations to the Executive Committee.
- The committee shall review and evaluate criteria for the allocation of funds to the technical and standing committees. Policy recommendations will be made to the Executive Committee.

6. Honors and Awards Committee

- The Chair of the Executive Committee shall appoint an Honors and Awards Committee consisting of the Immediate Past Chair and two members from the General Committee.
- The Chair of the Executive Committee shall select one of these members to serve as Chair of the Honors and Awards Committee.
- This committee is responsible for identifying CIE members or others worthy of special recognition by the CIE Division, identifying appropriate awards, and assisting in the potential awardees in preparing applications for those awards.

7. Nominating Committee

- Prior to January 1 of each year the Chair of the Executive Committee shall appoint a Nominating Committee consisting of the Immediate Past Chair and two members from the General Committee, representing a balance among education, industry and technical publication.
- The Immediate Past Chair shall be the Chair of the Nominating Committee.
- The function of this Nominating Committee shall be to select and nominate candidates to be considered for election to the Executive Committee for the following year. The Chair of the Nominating Committee shall assemble information on each of the candidates, present it to the Executive Committee, and conduct the election.
- Members of the Executive Committee are eligible to vote. For approval, a candidate must receive a simple majority of votes cast, with at least four Executive Committee members having voted.

8. Review Committee

- The Review committee shall be charged with reviewing the operations and conditions of the Division's Technical committees and making recommendations regarding the creation, modification, or termination of Technical Committees, per the requirements in Section 2 below.

Section 2 Technical Committees

1. Technical Committees shall promote the advancement of technical knowledge in engineering applications of computers and information science and technology. The intent of Technical committees is to create communities that provide technical identity, stability, and continuity to the Division. Technical Committees should not represent a specific technology but rather should cover a set of related core technical areas. This philosophy allows the organization of the division to remain stable, while allowing the scope of committees to evolve as technologies change with time.
2. Technical Committee Formation
 - To form a new technical committee, interested members of the Division should submit to the Executive Committee a proposal that includes
 1. Technical scope of the committee
 2. Objectives
 3. Justification addressing (1) industry relevance, (2) why the committee and scope are expected to be persistent, (3) why the scope is not already covered by any of the existing committees,
 4. Plan for addressing the committee requirements defined in Article II, Section 2, Paragraph 3.
 5. A list of at least 10 members in support of the proposed committee.
 6. Operating procedures for the proposed committee.
 - The acceptance of a proposal requires a majority vote of the Executive Committee.
 - Upon acceptance, a Technical Committee begins a two-year probationary period to demonstrate that the activity of the members is ongoing and the technical scope of the committee is stable.
 - Following the two-year probationary period, the granting of final approval requires another majority vote of the Executive Committee.
3. Technical Committee Operations
 - Technical Committees hold the following responsibilities:
 1. Organization of technical track(s) and/or sessions at the Computers and Information in Engineering Conference, and other conferences (e.g., IMECE) as applicable.
 2. Organizing or taking part in industry outreach activities.
 3. Maintaining an email mailing list for committee members.
 4. Maintaining a committee web page summarizing technical scope, goals, technical areas, size of membership, and miscellaneous resources (links to related industry activities, related research activities, general information resources, etc.).
 5. Providing the Division Secretary with an annual report summarizing the past year's accomplishments (conference activities, industry outreach, membership update, etc.)
 6. Encouraging development and dissemination of knowledge relevant to the technical scope of the committee.
 - Each committee shall have no fewer than 10 members. Committee leadership should attempt to include a balance of research and industry in the membership of the committee.
 - Committees have the following officers with associated responsibilities (Note: officers are free to delegate these activities to other committee members, but the ultimate responsibility lies with them):
 1. Chair, responsible for committee participation in the annual CIE Conference (coordinating reviews, organizing sessions, passing on updates to CIE Conference Chair) and for providing the Division Secretary with the committee's annual report.
 2. Vice Chair, responsible for industry outreach.
 3. Secretary, responsible for maintaining committee web page and mailing list.
 - Each committee shall elect new officers or re-appoint current officers prior to the beginning of each administrative year (July 1). Members may not serve as officers for more than six consecutive years, and may not serve in the same office for more than three consecutive years.

Computers and Information in Engineering Division
Constitution, Bylaws and Executive Committee Operating Procedures

(These limits do not imply a requirement for members to serve as Secretary prior to serving as Vice Chair, or Vice Chair prior to Chair.)

4. Technical Committee Evaluation

- Committees are reevaluated by the Executive Committee every 3 years.
- Committees can be recommended for elimination based on lack of relevance to industry or to the objectives of the Division or the Society, insufficient activity, or significant loss of membership.
- At a minimum, a Technical Committee should sponsor two sessions at the CIE Conference and have 10 members

5. Technical Committee Termination

- Recommendations for elimination made under the previous paragraph are approved by the General Committee, and require a majority of votes cast, with a majority of General Committee members having voted.
- A Technical Committee may also propose to voluntarily disband should its members decide that due to various changes (e.g. in technologies or industry) the committee no longer has industry relevance and/or no longer serves the objectives of the Division or the Society. A proposition to voluntarily disband requires a two-thirds majority of that committee's membership, and is subject to final approval by the Executive Committee.

Section 3 Special Committees

1. Special committees may be appointed in accordance with Article VII, Paragraph 3 of the Constitution for a term of one year. A committee may be re-appointed as often as necessary to accomplish the purpose of the committee.
2. The Chair of the Division shall make all appointments to the special committees and designate the chair of each special committee.

Computers and Information in Engineering Division
Constitution, Bylaws and Executive Committee Operating Procedures

Article III Committee Functions

Section 1 Executive Committee and General Committee Quora

Five Division members shall constitute a quorum provided that one of these members is the Chair or Vice-Chair or a member of the Executive Committee designated by the Chair in writing to act on behalf of the Chair.

Section 2 Vacancies on Committees

1. A standing or special committee having a vacancy may submit nominees to the Chair of the Division for the Chair's approval or request the Chair of the Division to make an appointment.
2. The Chair of the Division shall attempt to fill all standing or special committee vacancies within ninety days.
3. Technical committee vacancies shall be elected in accordance with the operating procedures of the affected committee.

Section 3 Committee Reports

1. Within the first 30 days of each administrative year of the Society (which begins on July 1), the Chair of each Technical Committee, Standing Committee, and Special Committee shall submit to the Secretary of the Division a list of all committee officers (including contact information and duration of term), and a list of all committee members.
2. Chairs of committees shall provide reports to the Executive Committee during the administrative year as needed.
3. The Chairs of all committees shall submit written reports of their committees' activities and/or progress to the Secretary of the Division one month prior to the end of the administrative year of the Society (which ends on June 30).

Article IV Division Reports

1. The Chair and Secretary of the Division shall compile a Division report by the end of the administrative year of the Society (June 30), and at other times as needed.
2. The Chair of the Division shall submit written reports to the Vice-President of the Systems and Design Group at the close of the administrative year and at other times as appropriate.

Article V Conferences

Conferences sponsored in accordance with Article IV, Paragraphs 4 and 5 of the Constitution shall generally follow the "Guidelines for an ASME Meeting" published by the Conferences Committee of the Board on Communications.

Article VI Technical Editors

1. The Technical Editor of JCISE shall act as the liaison between the Executive Committee and the journal.
2. On years prior to the completion of the term of a Technical Editor, the Technical Editor shall submit for approval the name of a candidate Technical Editor to the Executive Committee. Nominations for candidate Technical Editors shall be submitted prior to the meeting of the Executive Committee held at the CIE Conference. Following approval by the Executive Committee, the Technical Editor shall forward the candidate's name for approval by the Board on Communications.
3. On years prior to the completion of the term of one or more Associate Technical Editors, the Technical Editor shall submit for approval names of candidate Associate Technical Editors to the Chair of the Division. Nominations for Associate Technical Editors shall be submitted prior to the meeting of the Executive Committee held at the CIE Conference. Nominees for Associate Technical Editors are approved by majority vote of the Executive Committee. Following approval by the Chair of the Division, the Technical Editor shall forward the candidate's name(s) for approval by the Board on Communications.
4. The Technical Editor shall report on the status of the journal at meetings of the Executive and General Committees.
5. The Technical Editor shall establish policy for forwarding papers submitted to the CIE Conference to the JCISE. The Technical Editor shall communicate this policy to the CIE Conference Executive.

Article VII Interpretation

When interpretation of the provisions in this Constitution is necessary, provisions shall be interpreted in accordance with the Constitution, Bylaws and Rules of the Society, by the Constitution and Bylaws Committee if one exists at the time, and otherwise by the Executive Committee.

Article VIII Amendments

1. Proposed amendments to the Bylaws shall be submitted for approval in writing to the Secretary and the Chair of the Executive Committee at least three months prior to the meeting of the Division at which amendments are to be enacted.
2. If the Executive Committee expects significant effort to be required in interpreting or revising the Bylaws, they can at their discretion appoint a Constitution and Bylaws Committee to aid in the process.
3. Proposed amendments to the Bylaws of the Division must be approved by the General Committee, defined in Article VI. For approval, amendments must receive a two-thirds majority of votes cast by a General Committee quorum, defined in Article III, Section 1 of the Division Bylaws.
4. After approval by the Division, amendments shall be submitted to the Honors & Bylaws Committee of the Council on Engineering for approval and publication.
5. Amendments to the Bylaws shall be publicly announced and shall take effect at the Division meeting at which they are approved.

OPERATING PROCEDURES OF THE EXECUTIVE COMMITTEE

Article I Chair

1. The Chair shall communicate with members of Executive Committee and the Chairs of the standing, technical, and special committees on matters of interest to the Division.
2. The Chair shall communicate with members of ASME Headquarters Staff on matters of interest to the Division.
3. The Chair shall call meetings of the Division and coordinate with the Secretary to establish meeting agendas.
4. The Chair shall preside at all meetings of the Executive and General Committees of the Division.
5. The Chair shall serve as delegate to the Systems and Design Technical Group Operating Board and provide reports to the Group.
6. The Chair shall provide status reports of the division as a whole to members of the Executive Committee and the standing, technical, and special committees.
7. The Chair shall authorize payment of invoices in conjunction with the Vice Chair of the Division and coordinate payments through ASME Headquarters Staff.
8. The Chair shall appoint standing committees and technical committee chairs prior to the Chair taking office.
9. The Chair shall make special committee and liaison representative appointments.
10. The Chair shall approve Associate Technical Editors of the Division's journals in accordance with Article VI, Paragraph 3 of the Bylaws.
11. The Chair shall write letters and reports for inclusion in the newsletter, conference documents and other Division and Society publications.

Article II Vice Chair

1. The Vice Chair shall assume responsibilities of the Chair when the Chair is unavailable.
2. The Vice Chair shall serve as an alternate for the Division at meetings of the Systems and Design Technical Group.
3. The Vice Chair shall head the Finance Committee. The Vice Chair shall establish policy in consultation with the Executive Committee related to the Division's custodial account.
4. The Vice Chair shall maintain records for the Division related to income and expenses. The Vice Chair shall report on the status of the custodial account at meetings of the Division.
5. The Vice Chair shall maintain a roster of members of the standing and special committees of the

Computers and Information in Engineering Division
Constitution, Bylaws and Executive Committee Operating Procedures

Division.

6. The Vice Chair shall attend meetings of the standing and special committees of the Division and maintain an awareness of the Division.
7. The Vice Chair shall prepare a list of incoming chairs and appointees to technical and standing committees three months prior to taking the office of Chair.

Article III Computers and Information in Engineering Conference Executive

1. The Computers and Information in Engineering (CIE) Conference Executive shall act as the liaison between the Executive Committee and the Chairs of CIE.
2. The CIE Conference Executive shall solicit reports from the Chairs of the CIE Conference for meetings of the Executive and/or General Committees. The CIE Conference Executive shall coordinate Chairs for past, current and future conferences.
3. The CIE Conference Executive shall act as the liaison between the Executive Committee and the Chair of any technical conference sponsored by the Division but independently of the CIE Conference.
4. The CIE Conference Executive shall solicit reports from the Chair of any technical conference sponsored by the Division but independently of CIE for meetings of the Executive and/or General Committees.
5. The CIE Conference Executive shall call meetings for those interested in planning conferences.
6. The CIE Conference Executive shall coordinate with the Member-at-Large of the Executive Committee to determine the needs of the standing, technical, and special committees in scheduling meetings at the CIE Conference. The CIE Conference Executive shall coordinate a meeting schedule with the CIE conference chair(s) and communicate these needs to ASME Headquarters Staff three months prior to the conferences so that meeting times and rooms can be arranged.
7. The CIE Conference Executive shall attend as many meetings of the technical, standing and special committees as possible.

Article IV Secretary

1. The Secretary shall communicate with members of the Executive Committee and Chairs of the standing, technical, and special committees to compile potential agenda items for meetings of the Executive and General Committees. The Secretary shall confer with the Chair to establish meeting agendas. The Secretary shall distribute agendas one month prior to the meetings.
2. The Secretary shall take minutes of the Executive and General Committee meetings.
3. The Secretary shall request and collect committee reports for inclusion with the minutes of the meetings.
4. The Secretary shall distribute meeting minutes to all members of the Executive and General Committees within 30 days after meeting.

Computers and Information in Engineering Division
Constitution, Bylaws and Executive Committee Operating Procedures

5. The Secretary shall maintain a roster of members from each technical committee of the Division.
6. The outgoing Secretary shall coordinate with the incoming Secretary in establishing agendas and taking and distributing minutes. The outgoing Secretary shall invite the incoming Secretary to participate in Executive and General Committee Meetings prior to taking office.
7. The Secretary shall attend meetings of the standing, technical and special committees as often as possible.
8. The Secretary shall chair the Communications Committee. In this capacity, the Secretary will coordinate production of the Division newsletter and maintenance of the Division web site.

Article V Member-at-Large

1. The Member-at-Large shall serve as Vice-Chair of the Communication committee.
2. The Member-at-Large shall attend as many meetings of the standing and technical committees as possible.
3. The Member-at-Large shall serve as a CIE Division representative to the JCISE Advisory Board, unless the Member-at-Large is precluded from serving in this role.

Article VI Immediate Past Chair

1. The Immediate Past Chair shall chair the Nominating Committee to select incoming members of the Executive Committee according to Article I, Paragraph 2 of the Bylaws.
2. The Immediate Past Chair shall serve on the Finance Committee of the Division.

Article VII Interpretation

1. Provisions in these Operating Procedures shall be interpreted in accordance with the Constitution, Bylaws and Rules of the Society.
2. Provisions in these Operating Procedures shall also be interpreted in accordance with the Constitution and Bylaws of the Division.

Article VIII Amendments

1. Amendments to the Operating Procedures shall be acted upon at a meeting of the Division.
2. Proposed amendments to the Operating Procedures shall be submitted in writing to the Chair of the Administration Committee and to the Secretary and/or Chair of the Executive Committee three months prior to the meeting of the Division during which the amendments are to be acted upon.
3. Once amendments are approved by the Administration Committee, copies of the amended Operating Procedures shall be submitted to members of the Executive and General Committees thirty days prior to the meeting of the Division.

Computers and Information in Engineering Division
Constitution, Bylaws and Executive Committee Operating Procedures

4. The Operating Procedures of the Division may be amended by the approval of two-thirds or more of a quorum of the General Committee as defined in Article III, Section 2 of the Bylaws.
5. After approval by the Division, amendments shall be submitted to the Honors & Bylaws Committee of the Council on Engineering for approval and publication.