

EASY GUIDE FOR COMPLETING THE ONLINE PETITION TO START A NEW IEEE SENSORS COUNCIL CHAPTER

Section 1

DEFINITION: A Chapter shall be a technical subunit of a Region, one or more Sections or a Geographic Council. There may be single Society Chapters, joint Society Chapters, and Technical Council Chapters. A Chapter shall comprise a minimum of twelve (12) IEEE voting members of a Society, or group of Societies in the case of a joint chapter and shall be established by petition to the parent geographical and technical organizational units concerned to fulfill the mission of IEEE. In the case of a Technical Council Chapter, a minimum of any twelve (12) IEEE voting members of Council Member Societies in the parent geographical unit shall be required to petition to the geographic unit and to the Technical Council (IEEE Bylaw I-402.6).

The IEEE Sensors Council Chapter Petition is now an online procedure. You will find the Chapter Petition at the following link: https://ieee-sensors.org/wp-content/uploads/2019/04/New-Chapter-Flyer-2019_April.pdf. It is recommended that you review the information in this Easy Guide to prepare and inform you on completing the online petition. To start the petition, go to the “Submit” a petition at www.ieee.org/communities/forms_petitions.html.

Now you have entered the online petition form. You will need the following information:

- Name of the Geographic parent: **Central Texas Section R50005 (this is an example)**
- Name of the sponsoring Technical parent Technical Council: **Sensors Council** (example)
- Name of the organizer (who becomes interim Chair pending election of a regular Chair at a later organization meeting): **name and IEEE member number (your 8-digit number)**
- Signatures of at least twelve (12) IEEE members, in good standing, of Graduate Student Member, Member, Senior Member or Fellow grade, who are members of the Society(ies) and Section(s) involved. Prepare a list of at least 16-20 IEEE members (their names and email addresses) of [Member Societies of the IEEE Sensors Council](#). It will expedite the petition’s processing.

Note: In the bullets above, the information in parentheses are provided as example only. You will need the specific information of your OU during the petition.

The Petition is an online procedure. You will need the email addresses for a minimum of 12 IEEE members in your Geographic Parent region and you can electronically route the electronic Petition for electronic signatures. Consider more than 12 signatures to ensure that all petitioners qualify. Your petition should be completed with the following information prior to sending it to the signers.

- You will need to **complete a business plan** that includes mission/goals, planned meetings and activities for first 6 months. (Sample Petition in appendix)

What happens next? Member and Geographic Activities (MGA) staff will review the petition once you submit and work with the organizer to resolve discrepancies, if any. The Chapter will be considered established after MGA have ascertained that the Regional Director and the Society/Technical Council President(s) have no objections to the formation of the Chapter.

Following approval, the Section Chair, the Chapter Organizer, the Regional Director and the President of the Society/Technical Council will be notified. The Chapter formation will be noted in the Report of the Managing Director at the next meeting of the Member and Geographic Activities Board.

Section 2

Chapter Petition (Online)

You may find the complete process in a workflow form.

PETITION INFORMATION ---> ORGANIZER INFORMATION ---> CHAPTER INFORMATION ---> BUSINESS PLAN ---> ENDORSEMENTS ---> SIGNATURES.

Petition Information: You are told if your petition is for a single Society/Technical Council or for joint chapter of two or more Societies/Technical Councils, whether it is for a single section, multiple sections or a student branch chapter etc. This will decide who all will endorse your petition and who are the signatories for the petition.

Organizer Information: Here you have to provide the following data of the person who is leading the chapter petition:

- Member Number
- Full Name
- Grade
- Email

This person will become Interim Chapter Chair on approval of the petition.

Under **Chapter Information** section you have to mention the Geographic Parent (system will automatically pick this up) and IEEE Society or Technical Council's name.

Business Plan: It should include mission/goals, planned meetings and activities for first 6 months. (Sample Petition-1)

Endorsements section will be pulled up automatically by the system based on the Geographic Parent information.

Under the **Signature** step it asks to click the "Get Signatures" button to populate this page with a list of IEEE Members eligible to sign your petition. You have to provide names and email addresses of at least 12 eligible IEEE members (please refer to the Petition Information page). It is suggested that more than the specified number of names and signatures be included to assure that all petitioners qualify, thus speeding the process of the petition.

Once you complete till the Business Plan and submit, an email will automatically go out to the Chair(s) of all Geographic Parent Unit(s), asking for them to endorse your petition as the next step of the Geographic Parent Executive Committee Endorsement.

After receiving the endorsement, the system will automatically send the petition to all these IEEE members for their signature in support of the petition.

APPENDIX (SAMPLE PETITION – *business plan and proposed activities*)

IEEE MEMBER AND GEOGRAPHIC ACTIVITIES

*PLAN OF ACTIVITIES FOR PROPOSED 2016

**This document must accompany petitions for new Sections, Subsections, Chapters and Affinity Groups.*

*Please provide the following information for the proposed geographic unit.

*1. What was the motivating factor that led to forming this geographic unit? What member needs will be fulfilled as a result of forming this unit?

Need for a new Chapter:

MEMS and Sensors are a focus of more than 10 companies and 5 universities within 100 miles of our Section center. The Central Texas Section has 19 Societies, Chapters or Affinity Groups that does not adequately cover or fragments the MEMS & Sensors topics. Therefore, there is a need for a new chapter that will allow for better interdisciplinary coverage of MEMS & Sensors topics. Informal meetings were held during March 2016 and there is a strong interest in forming an official IEEE Sensors Council Chapter in Central Texas. IEEE Central Texas Section and IEEE Sensors Council have been informed and are in support this new chapter.

Background:

The MEMS & Sensors industry grew rapidly in the past decade and will continue growing at double-digit growth rates much like the CMOS industry did in the 1990's. The Central Texas area realizes significant economic benefit in this rapidly evolving field due to our robust high tech economy comprised of: a growing number of venture capital companies; companies including Novati Technology, NXP-Freescale, Silicon Labs, Apple, Google, Dell, Hewlett Packard, National Instruments, Cirrus Logic, Under Armour, 3M and others; and numerous start-ups developing products for mobile and wearable electronics, medical applications, haptic technology, the Internet of Things, and advanced sensor systems for aerospace and industrial applications. Moreover, Central Texas is home to strong and progressive universities conducting research in these areas, educating students in these fields, and producing practitioners that will create or use MEMS & Sensors to develop or enhance products and services.

Starting in 2013, I had the privilege of working together with Dr. Ramesh Ramadoss, founding Chair of the IEEE SF Bay Area MEMS & Sensors Chapter (the first IEEE MEMS & Sensors Chapter). As the 2014-2015 Workshop Chair, I chaired two IEEE workshops and witnessed first-hand the significance of forming the first IEEE MEMS & Sensors Chapter. We received significant attention from many Silicon Valley Companies, our chapter grew attendance grew steadily, and we received the IEEE Santa Clara Region Chapter of the Year 2015.

In the past decade, the Central Texas tech economy has become increasingly important to the U.S. economy. The relationship between Central Texas (aka Silicon Hills) and Silicon Valley regions is stronger than ever with numerous Silicon Valley companies co-locating or relocating in Austin. During the month of March 2016 individual meetings were held to gauge interest in this proposed chapter and there is significant support including a core committee of volunteers has been formed to plan and organize Technical Meetings for this new chapter will be held in Austin-area starting in May 2016.

IEEE Sensors Council:

MEMS & Sensors are topics of interest to 26 sponsoring societies of the IEEE Sensors Council.

*2. List the activities the unit will focus on for the first six months. What activities will engage the members of the unit with one another?

The primary activity of the Central Texas MEMS & Sensors Chapter will be the planning, supporting and presentation of Technical Meetings with multi-disciplinary coverage of the following topics, but not limited

to:

- Design, modeling, simulation, analysis, materials, processes, characterization, assembly, packaging, testing and reliability of MEMS and Sensors.
- Sub-fields of Sensors including mechanical sensors/actuators, Acoustic MEMS, RF MEMS, Optical MEMS, BioMEMS, Microfluidics, etc.
- Physical, biological, and chemical sensors. Sub-fields including acoustic, mechanical, fluidic, electric, magnetic, electromagnetic, gravitational, optical, radiation, thermal sensors, etc.
- Field of applications of MEMS and Sensors including automotive, aerospace, biomedical/healthcare, civil engineering, consumer, energy harvesting, environmental monitoring, Internet of Things (IoT), industrial automation, instrumentation, robotics, telecommunications, etc.

***3. What accomplishments will this unit strive to meet in its first year?**

During the first year (2016), the committee will organize monthly or bi-monthly meetings. The committee is also planning to organize a workshop in 2017. Our long term goal is to submit a proposal to host the 2019 IEEE Sensors Conference (currently the largest conference in IEEE according to my sources) in Austin, TX. This is the major conference of the IEEE Sensors Council which rotates between the United States, Asia, and Europe hosts.

2016	TITLE
April	Chapter Introduction and presentation: Driving With Your Head-MEMS and Sensors
June	Meeting with Technical Presentation approved by committee
August	Meeting with Technical Presentation approved by committee
October	Meeting with Technical Presentation approved by committee
December	Meeting with Technical Presentation approved by committee

***4. What level of local support is engaged in support of the unit activities?**

A core committee of volunteers has been formed to support various roles and activities of the proposed Chapter. The core volunteers (officers) of the IEEE Central Texas section support the formation of this Chapter. The officers would like to request start up funds of \$500-1000 for operating the new chapter. These funds could be provided by the IEEE Central Texas Section, IEEE Sensors Council, or a share contribution by both. We plan to charge a fee for future meetings or profit from meal costs so that we run a positive and growing operating budget

***5. Approvals for geographic unit plan
(signatures required)**

***Organizer of Proposed Unit**

Printed Name

Brent Lunceford

Signature

