

ECE Industrial Advisory Board Bylaws

Ratified by the members of the IAB on Friday, March 8, 2024.

Article I. Purpose

Section 1. The purpose of the Electrical and Computer Engineering Department Industrial Advisory Board (hereinafter "IAB") shall be to advise the ECE Department Chair (hereinafter "ECE-Chair") to help envision and realize the future of the Electrical and Computer Engineering Department (hereinafter "ECE").

Section 2. The objectives of the IAB shall include the following:

- a. Provide advice and strategic guidance to the ECE-Chair on matters of curricula, specifically assist in reviewing and assessing achievement of the ECE Program Educational Objectives, and engineering practice.
- b. Assist in enhancing the awareness of the Electrical and Computer Engineering Department at the community, state, and national level.

Article II. Membership and Officer

Section 1. IAB shall consist of at least fifteen (15) members, with a maximum of twenty-five (25), who represent alumni, industry partners and/or friends of ECE.

Section 2. The ECE-Chair shall serve as a non-voting, ex officio member of IAB.

Section 3. The ECE-Chair shall select an IAB-Chair. The IAB-Chair shall be a member of the IAB.

Section 4 The IAB-Chair's duties shall include:

- a. Preside over meetings of the IAB.
- b. Appoint ad hoc committees as are necessary to conduct the business of IAB.
- c. Provide counsel to the ECE-Chair regarding IAB.

Section 5. The term of the IAB-Chair shall be for two years or until a successor IAB-Chair assumes the office.

Article III. Selection and Term of Board Members

Section 1. Any member of IAB may recommend potential Board members to the current IAB-Chair, or the ECE-Chair. **New board members** shall be appointed by the ECE-Chair and the IAB-Chair.

Section 2. With the exception of the IAB-Chair, all terms of service shall be four (4) years. When a member serves as IAB-Chair, the regular term limit is on hold.

Section 3. Any member shall be eligible for reappointment for additional terms.

Section 4. Emeritus status may be conveyed to any member having served two or more terms. Emeriti, although non-voting, may attend meetings and receive minutes.

Article IV. Meetings

Section 1. IAB shall hold two regular meetings each year. Meetings may be in person or remote as determined by the IAB-Chair. The IAB-Chair may call special meetings as the business of IAB requires.

Section 2. Members of IAB are expected to participate in at least one meeting per year to retain their membership. IAB members should advise the IAB-Chair for planned absences.

Section 3. The IAB-Chair shall preside over all regular or special meetings of IAB.

Section 4. The agenda for each meeting shall be developed by the IAB-Chair and ECE-Chair, and shall be distributed to each member at least one week prior to the meeting.

Section 5. A simple majority of voting members is required for a quorum.

Section 6. The affirmative vote of a majority of the voting members participating in a meeting shall be the act of IAB.

Section 7. Minutes of the previous IAB meeting shall be provided to all IAB members one week prior to the set meeting. Minutes shall include the names of attending members.

Article V. Amendments

Section 1. The Bylaws may be amended at any duly held meeting of IAB. Notice of any proposed change must be distributed with the agenda for the meeting at which the change is to be considered.

Section 2. A two-thirds majority vote of IAB shall be required to amend the Bylaws.