Glossary of Terms

Elect	Obtaining a position by the vote of the members. (i.e., IEEE members or Assembly)
Appoint	Obtaining a position by a vote of a board, committee or individual on a recommendation of one or more persons. (Chair, selection from a sub-group of a committee or Board)
Affirmation	Approval of an appointed position by the next highest body. (i.e., Appointment of a chair to a committee made by a body or individual other than the Board would be affirmed by the Board)
May	Is used when there is an option.
Shall	Is used when it is something that must be done, no option.
Member vs. **m**ember grade	Member (capital M) is used when referring to someone who is of Member grade. Use member (lowercase m) when referring to all grades of membership.
Voting members	Refers to the following grades that have voting privileges - Graduate Student Member (GSM), Member (M), Senior Member (SM), Fellow (F)
Organizational Unit (OU)	a formal body within IEEE. (TAB, MGA, committees)
Entity	Use when referring to external groups
USD	*USD* is the standard to be used in all governing documents when referring to the United States dollar. Spell out dollar amounts then put numerals in parenthesis (i.e., thirty eight dollars (USD 38.00))
Vetting	A process used to assure that all affected OUs have seen and commented on an item going to the IEEE Board for approval.

To be sure the Governing documents are consistent, the following are recommended:

Date format:	Day Month Year (29 January 2014)
IEEE-designated fields	Refers to IEEE fields of interests
IEEE Executive Director	Refers to IEEE Executive Director and COO

Use hyphenation when spelling out fractions (i.e., two-thirds)

Bylaws	One word

Referenced Titles and Positions are:

IEEE President
Vice President – Educational Activities
Vice President – Publication Services and Products
Vice President – Member and Geographic Activities
Vice President – Technical Activities
IEEE-SA President
IEEE-USA President
Delegate/Director – Officer
Delegate-Elect
Director-at-Large
Assembly-elected

Standard format to be used when referencing a policy contained in the IEEE Policies.
IEEE Policies, Section… (i.e., IEEE Policies, Section 4.6 – Presentation of IEEE Awards)

The following terms are hyphenated when used within the governing documents:
two-year
non-voting
non-member
non-prejudice
non-technical
Not-for-Profit