OPERATING PROCEDURES
of the
Design Automation Conference
Revised and Approved, Sept 20, 2022

1. NAME

The name of this conference is the ACM/IEEE Design Automation Conference, hereafter referred to as DAC.

2. MISSION

The mission of DAC is to be the premier conference and annual meeting place for electronic design, design automation in electronic design, embedded systems and software design; including new and emerging systems such as medical, hardware security, automotive electronics and IP design.

3. OBJECTIVES OF THE CONFERENCE

The objectives of DAC are:
1. to present a cutting-edge technical program covering the latest developments and trends in electronic design and design automation,
2. to stage the industry's showcase exhibition of the latest products, technologies, and services that enable electronic design and design automation,
3. to be the leading educational forum for electronic design and design automation, and to provide a broad nexus for colocation of related technical and business meetings, and
4. to be the foremost networking forum for electronic design and design automation, bringing together practitioners, researchers, investors, and executives from the leading technology companies and institutions around the world.

4. SPONSORS

The conference sponsors, hereafter referred to as the Sponsors, are
- the Association for Computing Machinery (ACM) via its Special Interest Group on Design Automation (SIGDA), and
- the IEEE Council on EDA (CEDA) of the Institute for Electrical and Electronic Engineers (IEEE).

5. EXECUTIVE COMMITTEE

The Executive Committee of DAC alone shall have complete authority for operating DAC in compliance with the objectives stated in Section 3 and in accordance with all contracts and agreements approved by the Executive Committee.

The Executive Committee is a permanent committee, with the responsibility for decisions regarding future conferences as well as the responsibilities for the current conference.

All Executive Committee positions shall be staffed by volunteers, receiving no compensation.

5.1 Executive Committee Term

Each year's Executive Committee shall come into existence immediately after the termination of the Summer meeting of the previous conference's Executive Committee, held on the day after the conference ends. The Executive Committee shall then conduct conference business until the conclusion of the current year's conference.

5.2 Executive Committee Composition

5.2.1 Executive Committee Positions: The Executive Committee shall be comprised of the following positions, there being no prohibition on one individual filling more than a single position:

- General Chair
- Vice-Chair
- 2 Technical Program Chairs
- Special Sessions Chair
- Panels Chair
- Tutorial Chair
- Finance Chair
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- 4 Engineering Track Chairs
- Industry/Exhibition Chair
- Publicity Chair
- New Initiatives Chairs as required
- Past Chair
- A Single Representative from Each Sponsor

The names of the publicized EC positions may deviate from the above in order to reflect the marketing needs.

5.2.2 Addition and Deletion of Executive Committee Positions: Executive Committee positions for future conferences may be added or deleted by amending the appropriate sections of the Operating Procedures. No Executive Committee may alter the composition of its existing positions.

5.3 Election of Members Executive Committee

5.3.1 Positions Having Fixed Succession: Unless a vacancy occurs, the following succession of Executive Committee members shall be as follows:

1) The present General Chair shall become the Past-Chair of the following conference.

2) The present Vice-Chair shall become the General Chair of the following conference.

5.3.2 All other positions: For all positions other than those that have fixed succession, the Nominating Committee shall provide a slate consisting of one name per position.

The representative of each Sponsor shall be recommended to the Nominating Committee by the Sponsor. The Executive Committee shall either approve each Sponsor's candidate by vote, or shall request the Sponsor to submit an alternative nomination.

The nominee for Vice-Chair shall be selected from any current member of the Executive Committee who has served in at least two different chair roles, and who has participated at least three years on the Executive Committee.

Nominees for the Technical Program Chair or Co-Chair shall normally be a current or a former member of the Executive Committee. A nominee for the Technical Program Chair or Co-Chair shall be recommended to the Nominating Committee by the present Technical Program Chair. The Advisory Committee can also recommend nominees. By - Eight weeks prior to the current-year conference, the Nominating Committee shall present its recommendations for composition of appropriate Executive Committee offices for the following-year conference to the Advisory Committee for approval. Next, the Nominating Committee shall present its recommendations to the Executive Committee with exception of the New Initiative Chair(s) which may be presented at a later time. The Executive Committee may vote on the individuals recommended by the Nominating Committee or may nominate additional candidates for any position. Final determination of each position not having a fixed succession shall be determined at least 6 weeks before the current-year conference start date. The elected individuals shall be considered 'Members-Designate' and may attend Executive Committee Meetings, at the Chair's discretion. They are expected to attend the last meeting of the current DAC with observer status. Members-Designate have no voting authority at Executive Committee Meetings.

5.4 Removal of Executive Committee Member

5.4.1 Grounds for removal: Any Executive Committee member or Member-Designate may be removed from office and/or removed from previously determined succession or designation to an Executive Committee position. An Executive Committee member may be removed for unsatisfactory performance, direct or indirect conflict of interest, or unethical or unprofessional conduct.

5.4.2 Procedures for Removal: A person may be removed from the DAC Executive Committee and/or removed from previously determined succession or designation to an Executive Committee position by a 2/3 vote of the entire Executive Committee.

5.5 Filling Vacant Executive Committee Positions

If the General Chair position becomes vacant, the Vice-Chair shall immediately become the Chair.

When a vacancy occurs in any other committee position, the existing Nominating Committee shall nominate a replacement. Should the vacancy occur in one of the offices of a Nominating Committee member, the General Chair shall appoint a member from the Executive Committee to the Nominating Committee.

Vacancies shall be filled within one month of their occurrence. Should the vacancy occur at a time at which an Executive Committee quorum cannot meet, the General Chair shall be responsible for conducting an e-mail vote for election of the candidate, as described in Section 8.4.

5.6 Responsibilities and Powers of Executive Committee Positions

Each committee member shall have responsibilities as enumerated below. The General Chair shall make final determination of specific responsibilities in the case of ambiguities. Should certain duties of a position be contracted to a vendor, that chair position shall be responsible for monitoring all aspects of the vendor's performance.

5.6.1 General Chair: The General Chair shall have overall responsibility for the operation of DAC.

The General Chair shall set the agenda and chair all meetings of the Executive Committee, except when unable to attend, at which time the Vice-Chair shall conduct the meeting.

The General Chair shall be responsible for establishing and obtaining, through the Sponsors' Coordinating Committee (SCC), sponsor approval of the conference and budget.

The General Chair shall be responsible for selecting and securing the Keynote Speakers of the conference. The General Chair shall be responsible for the operation of the Opening Session of DAC, including awards presentations and providing an Introduction for the Conference Proceedings and Final Program.

The General Chair shall have signature authority on all conference bank accounts.

No person shall hold the position of General Chair for more than one conference.

The General Chair can assign additional tasks to committee members as required to conduct a smoothly operating conference.

The General Chair is one of the DAC representatives to the SCC.

5.6.2 Vice-Chair: The Vice-Chair shall assist the General Chair in the operation of the conference and become familiar with the responsibilities and operation of all committee positions to prepare for the term as General Chair.

The Vice-Chair shall be responsible for overseeing, (a) the publication of all conference proceedings (b) all needed communications capabilities for the conference and ensuring its smooth operation, and (c) all matters contractual, organizational, and logistical relating to site, housing and exhibit space at DAC.

The Vice-Chair chairs the Nominating and Strategy Committees and appoints all members of the latter.

THe Vice-Chair conducts the best paper selection process.

The Vice-Chair is an official Observer of the SCC.

The Vice-Chair is responsible for overall planning and coordinating activities that enhance the experience and encourage the attendance of those from the research and engineering communities, including the research manuscript presentations program, the research special sessions program, the research panel and tutorial session program, and the engineering track sessions. In addition, the Vice-Chair oversees the overall technical content presented at DAC, and is responsible for working to achieve balance in the presentations and sessions across the entire program.

5.6.4 Technical Program Chair and Co-Chair: The Technical Program Chair and Co-Chair are responsible for the content and organization of the DAC research manuscript presentations program and for the accepted manuscripts publication. The Technical Program Chair and Co-Chair shall coordinate the formation of the technical program, and present it for approval by the Executive Committee.

The Technical Program Chair   and Co-Chair are the chairs of the Technical Program Committee, and have sole responsibility in forming the Technical Program Committee. The Technical Program Chair   and Co-Chair are also responsible for supporting the preparation of one or more other EC members for stepping into this role in subsequent years. It is encouraged that the Technical Program Chair and Co-Chair include at least the Special Session Chair among these EC members.

Finally, the Technical Program Chair and Co-Chair are   in charge of identifying and reporting potential situations of plagiarism for the research manuscripts submitted to the conference. If the Technical Program Chair or Co-Chair delegate this task to another EC member, then there should also be a management plan in place for handling the submissions of that EC member to avoid any conflict of interest.

5.6.5 Special Sessions Chair: The Special Sessions Chair is responsible for all aspects of formulating and selecting research special sessions at DAC. Special sessions include invited presentations on a topic of broad interest to the audience. The Special Sessions Chair shall coordinate with the other chairs in shaping the special sessions. Any change in the approved list of speakers or moderators at a research special session, after the conference program is finalized, must be approved by the Special Session Chair.

5.6.6 Panels Chair: The Panels Chair is responsible for all aspects of formulating and selecting research panel sessions at DAC. Panels are invited sessions centered on interactive discussion among invited panelists. The Panels Chair shall coordinate with the other chairs in shaping the panels. Any change in the approved list of panelists or

moderators at a research panel, after the conference program is finalized, must be approved by the Panels Chair.

5.6.7 Tutorials Chair: The Tutorials Chair shall be responsible for all aspects of the organization and execution of the DAC tutorials. The Tutorials Chair shall work with the other chairs to ensure that the tutorials support the overall technical content of the conference and are of high-quality. The Tutorial Chair chairs the Tutorial Committee.

The Tutorial Chair shall also be responsible for soliciting and coordinating the organization of workshops, training program, and co-located events at DAC. Co-located events include, but are not restricted to, externally sponsored workshops, symposia, and conferences whose size is significantly smaller than DAC.

5.6.8 Engineering Program Chair: The Engineering Program Chair is selected by the Nominating Committee. In addition of serving as an Engineering Track Chair, the Engineering Program Chair is responsible for overall planning and coordinating activities that enhance the experience and encourage the attendance of those engaged in the profession of electronic design and creation of embedded software, including chip designers, IP developers, and embedded software programmers. The Engineering Program Chair also is responsible for activities that establish cooperation with the key professional bodies that represent the design community. The Engineering Program Chair works with other Engineering Track Chairs to create the Engineering Track Program including, but not limited to, submitted presentations, invited presentations, panels, embedded tutorials, and poster sessions.

5.6.9 Engineering Track Chairs: The Engineering Track Chairs work under the direction of the Engineering Program Chair to organize and coordinate specific activities that enhance the experience and encourage the attendance of those from the developers community, including chip designers, IP developers, and more, and also those activities which establish cooperation with various professional bodies that represent that community. The program may include, but is not limited to, submitted presentations, invited presentations, panels, embedded tutorials, and poster sessions.

5.6.10 Finance Chair: The Finance Chair shall be responsible for all financial matters related to DAC. The Finance Chair shall oversee the Conference Manager in the process of managing the conference income and expenses. The Finance Chair shall also ensure that the Conference Manager provides monthly financial reports to the General Chair and the Finance Chair for review.

In cases of disputed expenses, the General Chair shall have final approval authority.

The Finance Chair chairs the Audit Committee.

5.6.11 Industry/Exhibition Chair: The Industry Chair is responsible for all issues related to exhibits, exhibitors, and the industry-related aspects of the conference, and bears responsibility for all matters contractual, organizational, and logistical relating to the presentation of vendor exhibits at DAC. The Industry Chair shall provide input to the

other Chairs to support the development of the conference technical program.

The Industry Chair chairs the Industry Advisory Board and together with the General Chair and Vice Chair appoints all of its members. The Industry Chair will work closely together with the Vice Chair on the Industry Strategy Committee.

5.6.12 Publicity Chair: The Publicity Chair shall be responsible for all conference publicity and marketing and for interface with the press prior to and at the conference.

The Publicity Chair chairs the Publicity Committee.

5.6.13 New Initiatives Chairs: The New Initiatives Chairs are responsible for the implementation and deployment of new conference initiatives as defined by the Executive Committee. To accomplish these goals, up to the maximum number (defined in Section 5.2.1) of New Initiatives Chairs may be appointed.

5.6.14 Past Chair: The Past Chair shall advise and assist the General Chair on conference matters, as requested. The Past Chair shall perform any other duties outside the scope of other committee roles, as requested by the General Chair. The Past Chair is responsible for coordinating the expenditure of the Professional Development Fund.

The Past Chair is one of the DAC representatives to the SCC.

5.6.15 Representative of Each Sponsor: The representative of each Sponsor shall be responsible for informing the Executive Committee of all policies of, and requests from, their respective Sponsor. Sponsor representatives shall be responsible for representing the DAC Executive Committee to the appropriate individuals and groups within their sponsoring organization.

6. STANDING COMMITTEES AND SUBCOMMITTEES

The following standing committees shall function as part of each conference Executive Committee. Additional ad hoc subcommittees may be organized on a yearly basis. The General Chair shall appoint members of ad hoc subcommittees.

Those people responsible for the composition of all DAC committees, subcommittees and panels (including the Executive Committee) should make best efforts to achieve the appropriate balance of members, e.g., considering academia/industry, gender, minorities and geographical regions.

6.1 Technical Program Committee

Chairs: The Technical Program Chair and Co-Chair
Members: Membership is solely at the discretion of the Technical Program Chair and Co-Chair. The Technical Program Chair and Co-Char may appoint as many members as deemed necessary to establish the Technical Program consistent with the budgeted expenses associated with the committee. The duration of membership to this committee is limited to a maximum of three years in the past five-year period.

Meetings: The Technical Program Committee conducts an online   meeting. The meeting precedes the Executive Committee Winter meeting.
Function: Review and organize the technical program in consultation with the Executive Committee. The Chair shall report the Technical Program Committee appointments at the Fall Executive Committee meeting.

6.2 Engineering Program Committee

Chairs: Engineering Track Chairs
Members: Membership is solely at the discretion of the Engineering Track Chairs. The Engineering Track Chairs may appoint as many members as deemed necessary to establish the Engineering Track Program consistent with the budgeted expenses associated with the committee.
Meetings: The Engineer Track Program Committee may conduct an online meeting, which should precede the Executive Committee Winter meeting.
Function: Review and organize the Engineering Track Program in consultation with the Executive Committee.

6.3 Tutorial Committee

Chair: The Tutorial Chair
Members: The chair appoints the Tutorial Committee members. The appointments are announced at the Fall EC meeting.
Meetings: It is intended that the Tutorial Committee operates by e-mail and on the phone. That way, the chair is free to choose who and how many people to have on the committee, without incurring any extra costs to DAC (for example, for meeting travel).
Function: The committee reviews the submitted proposals and develops additional proposals as needed. The committee ensures that the tutorials are well-balanced in terms of subjects and presenters.

6.4 Audit Committee

Chair: The Finance Chair
Members: The committee consists of the Finance Chair of the current conference, the Past Chair of the Conference being audited, and (an) additional member(s) selected from the Executive Committee to meet a necessary minimum quorum of three members. The additional member(s) are selected by the committee chair such that continuity in the committee membership is ensured. The chair shall be responsible for reporting audit results to the Executive Committee and, if requested, to the Sponsors.
Meetings: The audit shall be performed before the final conference accounts are closed.
Function: The Audit Committee is responsible for auditing the conference finances.

6.5 Nominating Committee

Chair: The Vice-Chair
Members: The Nominating Committee shall consist of the General Chair, the Vice-Chair,   the Past Chair, and the Chair of the Advisory Committee.
Meetings: As needed, in order to present the new slate by the deadline specified in Section 5.3.2 and the Initiative Chairs thereafter.
Function: The Nominating Committee is responsible for preparing an Executive Committee slate for the following year, to be presented to the current executive committee for vote. To ensure continuity appropriate to

a permanent committee, the Nominating Committee should offer a slate of candidates with, as a whole, significant Executive Committee experience.

6.6 Industry Advisory Board

Chair: The Industry Chair
Members: The Industry Chair, the General Chair and the Vice Chair may appoint as many members as they deem necessary. Membership is solely at the discretion of the chairs but shall usually include selected members of the Executive Committee and members representing a distribution of exhibiting companies.
Meetings: At the conference, in the Fall preferably at a Silicon Valley location and directly after the Winter TPC meeting plus other times as needed.
Function: To review and organize the industrial program. The Industry Advisory Board shall also be responsible for recommending policies and procedures for management and evaluation of all matters related to exhibits and exhibitors. The Industry Advisory Board shall act as a liaison to organizations that represent the interests of the industry. The chair shall report the committee's recommendations at the nearest Executive Committee meeting.

6.7   Strategy Committee

Chairs: The   Industry Chair and an EC member selected by the Nominating Committee
Members: The chairs appoint the members of the committee. Members are typically drawn from industry and EDA company representative, as well members from the DAC EC.
Meetings: Generally, one meeting is held a year either in the fall or winter timeframe.
Function: The function   of the Strategy Committee, unlike the Advisory Committee, is to engage industry participants to be more involved in the DAC planning process while identifying initiatives that will draw industry participants to the conference.

6.8 Publicity Committee

Chair: The Publicity Chair
Members: The chair may appoint as many members as he or she deems necessary. Membership is solely at the discretion of the chair.
Meetings: At the discretion of the General Chair and the Publicity Chair.
Function: To review, coordinate, and execute the DAC marketing and publicity plan during the year preceding DAC, and at DAC.

6.9 New Initiatives Committee(s)

Chairs: The New Initiatives Chairs
Members: The number of such committees is at the discretion of the New Initiative Chairs, with counsel from the General Chair, Vice Chair, and Past Chair. Membership is solely at the discretion of the New Initiative Chairs. The New Initiatives Chairs may appoint as many members as deemed necessary to execute the new initiatives, consistent with the budgeted expenses associated with the committee.
Meetings: At the discretion of the General Chair and the Initiative Chairs.

<u>Function:</u> Organize and drive the new initiatives in consultation with the Executive Committee. The Chairs are expected to report to the Executive Committee on regular basis.

6.10   Sponsor Coordinating Committee (SCC)

<u>Chair:</u> Alternates between the sponsor representatives
<u>Members:</u> The SCC consists of two representatives from each sponsor. In addition, the DAC General Chair and Past chairs are voting members. The General Chair and Past Chair can select a proxy representative from the DAC EC when a potential conflict of interest occurs between themselves and a sponsor member. Finally, the DAC Vice-Chair attends all SCC meetings as a non-voting observer.
<u>Meetings:</u> At the discretion of the SCC Chair.
<u>Function:</u> To coordinate objectives and goals between the sponsors and the DAC Executive Committee. In addition, the SCC is responsible for approving the DAC budget.

6.11   Advisory Committee (AC)

<u>Chair:</u> The Chair of the Advisory Committee will be nominated by the SCC among the invited committee members
<u>Members:</u> The Advisory Committee members will be chosen by invitation of the SCC but candidate nominations will be procured from the DAC EC members. The advisory committee is composed of 5-8 members. The advisory committee membership is term limited to 3-4 years with some sort of tiered term at the beginning to avoid that all members are changed at the same time. No Advisory Committee members should have served on the DAC EC or SCC for the past 3 years. The committee may include 2-3 past DAC chairs, 3-4 industry/academic luminaries in the DAC community. Some balance of academia/industry should be maintained, as well as gender and geographical representativity.
<u>Meetings:</u> Generally, two regular (meetings a year, one likely after each DAC and before the EC Fall meeting, to provide strategic directions and guidelines for upcoming editions and another earlier in the year, possibly between the EC Fall and Winter meetings to review guidelines, identify opportunities. The Advisory Committee will also meet at the request of the SCC or EC to discuss specific topics of relevance to DAC.
<u>Function:</u> The main charge of the advisory committee is to identify and guard the benefits to the design automation community, to develop new strategic directions/program changes for consideration by DAC EC and SCC, to advise the SCC on potential long-term/recurring sponsorships and to identify, propose and assist the SCC in building relationships with state, federal or private funding agencies.

7. CONFLICT OF INTEREST POLICIES

7.1 Executive Committee - Exclusions from Submission to the Conference

The Design Automation Conference invites each year submissions, by any individual and group of individuals, of manuscripts, presentations, posters, etc. The Research Program includes the presentation and

publication of manuscripts selected among these submissions; the Engineering Track Program also selects its presentation and poster program among its submissions. To avoid conflicts of interest in the selection process, within each track, the chair of that track is not allowed to submit to their own track. Thus, the Technical Program Chair and Co-Chair may not submit any research manuscript; similarly, the   Engineering Program Chair may not submit any presentation or manuscript for selection in the   Engineering Track Program. If New Initiatives Chairs are responsible for a portion of the conference program to be selected via reviews of submitted material, then those Chairs cannot submit to the portion of the program they are responsible for.

In addition, any other member of the Executive Committee, who for any reason is granted access to the review database for the selection of any portion of the conference program, may not submit any material to that portion of the program.

7.2 Executive Committee - Limitations on Submission to the Conference

All other members of the Executive Committee, who are not affected by the exclusions in Article 7.1, may submit a limited number of manuscripts, presentations or posters to the research and   engineering program. The number of submissions allowed is five for each program.

7.3 Executive Committee - Awards Bestowed by the Design Automation Conference

No EC member can be nominated for any of the awards bestowed by the conference, including Best Paper Award, Best Presentation Award and Best Poster Award. Any award candidate co-authored by an EC member is automatically disqualified.

7.4 Executive Committee - Invited Conference Manuscripts and Presentations

No EC member should be organizers, presenters or moderators of any invited conference session. Moreover, no EC member should be a co-author of any invited published manuscript.

7.5 Executive Committee - Internal Fairness Management

Any submitted manuscript, presentation or poster by any EC member, which is accepted into the final Conference Program, must be approved by the General Chair, to ensure fair handling of these submissions with respect to submissions by external authors.

7.6 Subcommittees - Conflict of Interest Policies

Each EC member chairing a Technical Program Committee shall be responsible for enforcing the policies in this article and communicating them to their respective committee members.

To avoid the possibility of an excessive number of papers in the program being authored by members of the respective technical program committee, technical program committee members are limited to submitting at most five manuscripts, posters or presentations to their conference program (Research or   Engineering Track). In addition, technical program

committee members are not allowed to submit more than three manuscripts to their own sub-committee, and may be included in at most one invited submission/presentation. Committee members are not allowed to add their name to a manuscript after the composition of the final program.

Moreover, no Subcommittee Chair, Sub-Committee Co-Chair within a Technical Program Committee shall submit to its own subcommittee.

7.7 Exceptions

Exceptions can be made to the conflict of interest policies outlined in Sections 7.1, 7.2, 7.3 and 7.7. Such exceptions must be approved unanimously by vote of the Executive Committee.

8. EXECUTIVE COMMITTEE MEETINGS

8.1 Executive Committee Meeting

An Executive Committee Meeting shall be defined to be a meeting convened by the General Chair and consisting of a quorum of at least two thirds of the members of the Executive Committee. All members of the Executive Committee must be informed of the meeting at least five working days prior to the meeting.

8.2 Frequency

A minimum of three face-to-face Executive Committee planning meetings shall be held: The Summer at-conference meeting, held on the day after the conference ends, the Fall meeting, and the Winter meeting.

8.3 Attendance

Executive Committee members may attend all Executive Committee meetings except in cases that present conflicts of interest using reasonable measures, or during a deliberation on their own performance. Officers of the Conference Management firm shall be expected to attend all Executive Committee meetings.

Each sponsor may select one headquarters person and/or one volunteer as the Sponsor's Observer, to attend a meeting, preferably for the full meeting.

Visitors may be invited to attend Executive Committee meetings as deemed appropriate. All decisions regarding visitor attendance shall initially be made by the General Chair, but are subject to approval by a majority vote of the Executive Committee in case of dispute. In particular, the General Chair shall normally invite the Sponsors' Coordinating Committee (SCC) Chair to attend the Fall Executive Committee meeting.

Portions of the Executive Committee meetings may be closed to any or all non members (including Conference Management, Sponsor's observers and all other visitors) when discussions are being held that are deemed sensitive to those non-members. This may include, for example, discussions of the Conference Management contract and performance or Sponsor relationships. The General Chair makes the initial decision as to which non-member should not be present, but the decision is subject to the approval of the

Executive Committee in case of disagreement. Closing a meeting has negative effects that shall be considered in such a vote.

8.4 Voting Procedures

Each Executive Committee member has 1 vote. Only Executive Committee members present at the meeting either in person or via phone may vote. If in accordance with Section 5.2.1, an individual holds multiple positions, that individual shall have only one vote.

8.5 Additional Meetings

Meetings of the entire committee in addition to those required by Section 8.2 or subcommittees may be held at the discretion of the General Chair.

8.6 Additional Voting Procedures

The General Chair may call for an Executive Committee vote to approve motions between Executive Committee meetings. In such cases, the General Chair must distribute the motion in writing, by e-mail, standard mail or facsimile, to all members of the Executive Committee. The Executive Committee shall have a minimum of five working days to respond to the motion and each member of the Executive Committee may approve, deny, abstain, or request additional discussion on each motion so presented. Each member shall respond to the motion in writing by e-mail, standard mail or facsimile, directly to the General Chair or to a secure DAC web site. A majority vote of the entire Executive Committee is necessary to approve a motion via this procedure, except as provided in Sections 5.4.2 and 11, and the result of any such motions must be included in the minutes of the next Executive Committee Meeting. These voting procedures may not modify the Operating Procedures.

9. BUDGET

9.1 Establishment of Budget

A preliminary budget for the following year's conference shall be made by the Vice-Chair and General Chair and presented to the Sponsors' Coordinating Committee (SCC) for approval.

At the Fall meeting, each Chair shall be responsible for establishing his or her budget, with the approval of the Executive Committee.

Each Chair shall be responsible for maintaining expenses within an allocated budget. Approval of the General Chair and Finance Chair is necessary for any expenditure exceeding the gross budget allocation of a particular Chair.

9.2 Distribution of Surplus to Sponsors

All surplus/deficit funds shall be divided among the Sponsors according to the percentages of the latest Sponsors-approved budget. Any conference expenditure made for the purpose of benefiting an individual sponsor, rather than DAC as a conference, shall be deducted from that sponsor's surplus, unless the other sponsors approve such expenditure.

9.3 Subcontracts

The Executive Committee may recommend that contracts having duration greater than one year be subcontracted to outside vendors. The final contracts shall be submitted to the Sponsor's Coordinating Committee (SCC) for approval, with the consultation and recommendation of the Executive Committee. Competitive bids will be requested for the Conference Management Contract and such other contracts as may be beneficial, unless the SCC approves otherwise; however, there is no requirement that the Executive Committee recommendation be based solely on lowest price.

10.   RULES OF ORDER

The rules contained in Robert's Rules of Order shall govern the Design Automation Conference Executive Committee meetings in all cases to which they are applicable, and in which they are not inconsistent with the Operating Procedures of this conference or the Constitutions and Bylaws of the Sponsors.

11.   AMENDING OPERATING PROCEDURES

These Operating Procedures may be amended by a two thirds majority vote of the Executive Committee; provided the amendment was submitted in writing at a prior Executive Committee meeting and at least 15 days have passed since that meeting. Amending the Operating Procedures shall be the first order of business at all Executive Committee meetings. Changes to the previously submitted wording will only be allowed if the changes do not significantly change or expand the subject of the amendment, and said changes are accepted by unanimous vote.

12.   STANDING RULES

The Executive Committee shall adopt Standing Rules as required. Standing Rules may be suspended, modified, or rescinded at any time by a majority vote of the Executive Committee. No Standing Rules can be adopted which are in conflict with the Operating Procedures and with Robert's Rules of Order. The Past Chair shall maintain an up-to-date copy of the Operating Procedures and Standing Rules and ensures that each committee member has access to a current copy before each meeting.