OPERATING PROCEDURES
of the
Design Automation Conference
Revised and Approved, Nov 26, 2019

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
- Conference Program Chair
- Technical Program Chair,
- Special Sessions Chair
- Panels Chair
- Tutorial Chair
- Finance Chair
- Designer Program Chair
- 2 Designer Program Vice Chairs
- Industry/Exhibition Chair
- Publicity Chair
- Up to five New Initiatives Chairs
- 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.

Nominees for the Conference Program Chair, Technical Program Chair and Designer Program Chair shall normally be a current or a former member of the Executive Committee. A nominee for the Technical Program Chair shall be recommended to the Nominating Committee by the present Technical Program Chair. Similarly, a nominee for the Designer Program Chair role shall be recommended to the Nominating Committee by the present Designer Program Chair.

By March 31 of the current year, the Nominating Committee shall present its recommendations for composition of appropriate Executive Committee offices for the following-year conference 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.

167 Vacancies shall be filled within one month of their occurrence. Should the
168 vacancy occur at a time at which an Executive Committee quorum cannot meet, the
169 General Chair shall be responsible for conducting an e-mail vote for election
170 of the candidate, as described in Section 8.4.
171
172 **5.6 Responsibilities and Powers of Executive Committee Positions**
173
174 Each committee member shall have responsibilities as enumerated below. The
175 General Chair shall make final determination of specific responsibilities in
176 the case of ambiguities. Should certain duties of a position be contracted to a
177 vendor, that chair position shall be responsible for monitoring all aspects of
178 the vendor's performance.
179
180 **5.6.1 General Chair**: The General Chair shall have overall responsibility for
181 the operation of DAC.
182
183 The General Chair shall set the agenda and chair all meetings of the Executive
184 Committee, except when unable to attend, at which time the Vice-Chair shall
185 conduct the meeting.
186
187 The General Chair shall be responsible for establishing and obtaining, through
188 the Sponsors' Coordinating Committee (SCC), sponsor approval of the conference
189 and budget.
190
191 The General Chair shall be responsible for selecting and securing the Keynote
192 Speakers of the conference. The General Chair shall be responsible for the
193 operation of the Opening Session of DAC, including awards presentations and
194 providing an Introduction for the Conference Proceedings and Final Program.
195
196 The General Chair shall have signature authority on all conference bank
197 accounts.
198
199 No person shall hold the position of General Chair for more than one
200 conference.
201
202 The General Chair can assign additional tasks to committee members as required
203 to conduct a smoothly operating conference.
204
205 The General Chair is one of the DAC representatives to the SCC.
206
207 **5.6.2 Vice-Chair**: The Vice-Chair shall assist the General Chair in the
208 operation of the conference and become familiar with the responsibilities and
209 operation of all committee positions to prepare for the term as General Chair.
210
211 The Vice-Chair shall be responsible for overseeing, (a) the publication of all
212 conference proceedings (b) all needed communications capabilities for the
213 conference and ensuring its smooth operation, and (c) all matters contractual,
214 organizational, and logistical relating to site, housing and exhibit space at
215 DAC.
216
217 The Vice-Chair chairs the Nominating and Strategy Committees and appoints all
218 members of the latter.
219
220 The Vice-Chair is an official Observer of the SCC.
221
222 **5.6.3 Conference Program Chair**: The Conference Program Chair is responsible for
223 overall planning and coordinating activities that enhance the experience and

224 encourage the attendance of those from the research community, including the
225 research manuscript presentations program, the research special sessions
226 program and the research panel session program. In addition, the Conference
227 Program Chair oversees the overall technical content presented at DAC, and is
228 responsible for working with the Designer Track Chairs, Tutorial Track Chair
229 and New Initiative Chairs to achieve balance in the presentations and sessions
230 across the entire DAC Conference, Designer, Tutorial and New Initiative
231 programs.

233 **5.6.4 Technical Program Chair**: The Technical Program Chair is responsible for
234 the content and organization of the DAC research manuscript presentations
235 program and for the accepted manuscripts publication. The Technical Program
236 Chair shall coordinate the formation of the technical program, and present it
237 for approval by the Executive Committee.

239 The Technical Program Chair is the chair of the Technical Program Committee,
240 and has sole responsibility in forming the Technical Program Committee.
241 The Technical Program Chair is also responsible for supporting the preparation
242 of one or more other EC members for stepping into this role in subsequent
243 years. It is encouraged that the Technical Program Chair includes at least the
244 Special Session Chair among these EC members.

246 Finally, the Technical Program Chair is in charge of identifying and reporting
247 potential situations of plagiarism for the research manuscripts submitted to
248 the conference. If the Technical Program Chair delegates this task to another
249 EC member, then there should also be a management plan in place for handling
250 the submissions of that EC member to avoid any conflict of interest.

252 **5.6.5 Special Sessions Chair**: The Special Sessions Chair is responsible for all
253 aspects of formulating and selecting research special sessions at DAC. Special
254 sessions include invited presentations on a topic of broad interest to the
255 audience. The Special Sessions Chair shall coordinate with the other chairs in
256 shaping the special sessions. Any change in the approved list of speakers or
257 moderators at a research special session, after the conference program is
258 finalized, must be approved by the Special Session Chair.

260 **5.6.6 Panels Chair:** The Panels Chair is responsible for all aspects of
261 formulating and selecting research panel sessions at DAC. Panels are invited
262 sessions centered on interactive discussion among invited panelists. The Panels
263 Chair shall coordinate with the other chairs in shaping the panels. Any change
264 in the approved list of panelists or moderators at a research panel, after the
265 conference program is finalized, must be approved by the Panels Chair.

267 **5.6.7 Tutorials Chair:** The Tutorials Chair shall be responsible for all aspects
268 of the organization and execution of the DAC tutorials. The Tutorials Chair
269 shall work with the other chairs to ensure that the tutorials support the
270 overall technical content of the conference and are of high-quality.
271 The Tutorial Chair chairs the Tutorial Committee.

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

279 **5.6.8 Designer Program Chair:** The Designer Program Chair is responsible for
280 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 Designer Program Chair also is responsible for activities that establish cooperation with the key professional bodies that represent the design community. The Designer Program Chair works with the Designer Program Vice Chairs to create the Designer Program including, but not limited to, submitted presentations, invited presentations, panels, embedded tutorials, and poster sessions.

5.6.9 Designer Program Vice Chairs: The Designer Program Vice Chairs work under the direction of the Designer 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 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.

338   The Past Chair is one of the DAC representatives to the SCC.
339
340   **5.6.15 Representative of Each Sponsor**: The representative of each Sponsor shall
341   be responsible for informing the Executive Committee of all policies of, and
342   requests from, their respective Sponsor. Sponsor representatives shall be
343   responsible for representing the DAC Executive Committee to the appropriate
344   individuals and groups within their sponsoring organization.
345
346   **6 STANDING COMMITTEES AND SUBCOMMITTEES**
347
348   The following standing committees shall function as part of each conference
349   Executive Committee. Additional ad hoc subcommittees may be organized on a
350   yearly basis. The General Chair shall appoint members of ad hoc subcommittees.
351
352   Those people responsible for the composition of <u>all</u> DAC committees,
353   subcommittees and panels (including the Executive Committee) should make best
354   efforts to achieve the appropriate balance of members, e.g., considering
355   academia/industry, gender, minorities and geographical regions.
356
357   **6.1 Technical Program Committee**
358
359   *Chair:* The Technical Program Chair
360   *Members:* Membership is solely at the discretion of the Technical Program Chair.
361   The Technical Program Chair may appoint as many members as deemed necessary to
362   establish the Technical Program and Panel program, respectively, consistent
363   with the budgeted expenses associated with the committee. The duration of
364   membership to this committee is limited to a maximum of four years in the past
365   six-year period.
366   *Meetings:* The Technical Program Committee meets once in the Winter; the meeting
367   precedes the Executive Committee Winter meeting.
368   *Function:* Review and organize the technical program in consultation with the
369   Executive Committee. The Chair shall report the Technical Program Committee
370   appointments at the Fall Executive Committee meeting.
371
372   **6.2 Tutorial Committee**
373
374   *Chair:* The Tutorial Chair
375   *Members:* The chair appoints the Tutorial Committee members. The appointments
376   are announced at the Fall EC meeting.
377   *Meetings:* It is intended that the Tutorial Committee operates by e-mail and on
378   the phone. That way, the chair is free to choose who and how many people to
379   have on the committee, without incurring any extra costs to DAC (for example,
380   for meeting travel).
381   *Function:* The committee reviews the submitted proposals and develops additional
382   proposals as needed. The committee ensures that the tutorials are well-
383   balanced in terms of subjects and presenters.
384
385   **6.3 Audit Committee**
386
387   *Chair:* The Finance Chair
388   *Members:* The committee consists of the Finance Chair of the current conference,
389   the Past Chair of the Conference being audited, and (an) additional member(s)
390   selected from the Executive Committee to meet a necessary minimum quorum of
391   three members. The additional member(s) are selected by the committee chair
392   such that continuity in the committee membership is ensured. The chair shall be
393   responsible for reporting audit results to the Executive Committee and, if
394   requested, to the Sponsors.

395 *Meetings:* The audit shall be performed before the final conference accounts are
396 closed.
397 *Function:* The Audit Committee is responsible for auditing the conference
398 finances.
399
400 **6.4 Nominating Committee**
401
402 *Chair:* The Vice-Chair
403 *Members:* The Nominating Committee shall consist of the General Chair, the Vice-
404 Chair, and the Past Chair.
405 *Meetings:* As needed, in order to present the new slate by the deadline
406 specified in Section 5.3.2 and the Initiative Chairs thereafter.
407 *Function:* The Nominating Committee is responsible for preparing an Executive
408 Committee slate for the following year, to be presented to the current
409 executive committee for vote. To ensure continuity appropriate to a permanent
410 committee, the Nominating Committee should offer a slate of candidates with, as
411 a whole, significant Executive Committee experience.
412
413 **6.5 Industry Advisory Board**
414
415 *Chair:* The Industry Chair
416 *Members:* The Industry Chair, the General Chair and the Vice Chair may appoint
417 as many members as they deem necessary. Membership is solely at the discretion
418 of the chairs but shall usually include selected members of the Executive
419 Committee and members representing a distribution of exhibiting companies.
420 *Meetings:* At the conference, in the Fall preferably at a Silicon Valley
421 location and directly after the Winter TPC meeting plus other times as needed.
422 *Function:* To review and organize the industrial program. The Industry Advisory
423 Board shall also be responsible for recommending policies and procedures for
424 management and evaluation of all matters related to exhibits and exhibitors.
425 The Industry Advisory Board shall act as a liaison to organizations that
426 represent the interests of the industry. The chair shall report the committee's
427 recommendations at the nearest Executive Committee meeting.
428
429 **6.6 Strategy Committee**
430
431 *Chairs:* The Vice-Chair and Industry Chair
432 *Members:* The chairs appoint the members of the committee. Members are typically
433 the Vice-Chair, the Past Chair, one member per sponsor, all or some of the New
434 Initiatives Chairs, the Technical Program Chair, one representative from the
435 Conference Management Company and at least four outside members (from academia,
436 EDA developers and designers).
437 *Meetings:* Generally, one meeting before the EC Fall meeting, to act on
438 directions given by the EC at the Summer meeting and report at the Fall
439 meeting; and one between the EC Fall and Winter meetings, to follow up on these
440 actions.
441 *Function:* To review and propose changes to the DAC strategic plan annually to
442 the Executive Committee. The Strategy Committee works to ensure that the goals
443 of the DAC strategic plan are implemented.
444
445 **6.7 Publicity Committee**
446
447 *Chair:* The Publicity Chair
448 *Members:* The chair may appoint as many members as he or she deems necessary.
449 Membership is solely at the discretion of the chair.
450 *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.

6.8 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.
Function: 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.

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 Designer 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 may not submit any research manuscript; similarly, the Designer Program
Chair may not submit any presentation or manuscript for selection in the
Designer 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 designer 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 presenters or moderators of any invited conference
session. Moreover, no EC member should be a co-author of any invited published

507 manuscript. Exceptions to this policy may be made by the General Chair,
508 whenever they deem them appropriate, and at their sole discretion.
509
510 **7.5 Executive Committee - General Chair**
511
512 The General Chair of DAC cannot submit, present, or publish in any form to the
513 Design Automation Conference during their year of service. This rule is
514 established because the General Chair proposes all the other members of the
515 Executive Committee as Vice Chair of the prior year's Nominating Committee;
516 hence this role has a conflict of interest with the entire conference program.
517
518 **7.6 Executive Committee - Internal Fairness Management**
519
520 Any submitted manuscript, presentation or poster by any EC member, which is
521 accepted into the final Conference Program, must be approved by the General
522 Chair, to ensure fair handling of these submissions with respect to submissions
523 by external authors.
524
525 **7.7 Subcommittees - Conflict of Interest Policies**
526 Each EC member chairing a Technical Program Committee shall be responsible for
527 enforcing the policies in this article and communicating them to their
528 respective committee members.
529
530 To avoid the possibility of an excessive number of papers in the program being
531 authored by members of the respective technical program committee, technical
532 program committee members are limited to submitting at most **five** manuscripts,
533 posters or presentations to their conference program (Research or Designer). In
534 addition, technical program committee members are not allowed to submit more
535 than **three** manuscripts to their own sub-committee, and may be included in at
536 most one invited submission/presentation. Committee members are not allowed to
537 add their name to a manuscript after the composition of the final program.
538
539 Moreover, no Subcommittee Chair within a Technical Program Committee shall
540 submit to its own subcommittee.
541
542 **7.8 Exceptions**
543
544 Exceptions can be made to the conflict of interest policies outlined in
545 Sections 7.1, 7.2, 7.3 and 7.7. Such exceptions must be approved unanimously by
546 vote of the Executive Committee.
547
548 **8. EXECUTIVE COMMITTEE MEETINGS**
549
550 **8.1 Executive Committee Meeting**
551
552 An Executive Committee Meeting shall be defined to be a meeting convened by the
553 General Chair and consisting of a quorum of at least two thirds of the members
554 of the Executive Committee. All members of the Executive Committee must be
555 informed of the meeting at least five working days prior to the meeting.
556
557 **8.2 Frequency**
558
559 A minimum of three face-to-face Executive Committee planning meetings shall be
560 held: The Summer at-conference meeting, held on the day after the conference
561 ends, the Fall meeting, and the Winter meeting.
562
563 **8.3 Attendance**

564
565 Executive Committee members may attend all Executive Committee meetings except
566 in cases that present conflicts of interest using reasonable measures, or
567 during a deliberation on their own performance. Officers of the Conference
568 Management firm shall be expected to attend all Executive Committee meetings.
569
570 Each sponsor may select one headquarters person and/or one volunteer as the
571 Sponsor's Observer, to attend a meeting, preferably for the full meeting.
572
573 Visitors may be invited to attend Executive Committee meetings as deemed
574 appropriate. All decisions regarding visitor attendance shall initially be
575 made by the General Chair, but are subject to approval by a majority vote of
576 the Executive Committee in case of dispute. In particular, the General Chair
577 shall normally invite the Sponsors' Coordinating Committee (SCC) Chair to
578 attend the Fall Executive Committee meeting.
579
580 Portions of the Executive Committee meetings may be closed to any or all non-
581 members (including Conference Management, Sponsor's observers and all other
582 visitors) when discussions are being held that are deemed sensitive to those
583 non-members. This may include, for example, discussions of the Conference
584 Management contract and performance or Sponsor relationships. The General Chair
585 makes the initial decision as to which non-member should not be present, but
586 the decision is subject to the approval of the Executive Committee in case of
587 disagreement. Closing a meeting has negative effects that shall be considered
588 in such a vote.
589
590 **8.4 Voting Procedures**
591
592 Each Executive Committee member has 1 vote. Only Executive Committee members
593 present at the meeting either in person or via phone may vote. If in accordance
594 with Section 5.2.1, an individual holds multiple positions, that individual
595 shall have only one vote.
596
597 **8.5 Additional Meetings**
598
599 Meetings of the entire committee in addition to those required by Section 8.2
600 or subcommittees may be held at the discretion of the General Chair.
601
602 **8.6 Additional Voting Procedures**
603
604 The General Chair may call for an Executive Committee vote to approve motions
605 between Executive Committee meetings. In such cases, the General Chair must
606 distribute the motion in writing, by e-mail, standard mail or facsimile, to all
607 members of the Executive Committee. The Executive Committee shall have a
608 minimum of five working days to respond to the motion and each member of the
609 Executive Committee may approve, deny, abstain, or request additional
610 discussion on each motion so presented. Each member shall respond to the motion
611 in writing by e-mail, standard mail or facsimile, directly to the General Chair
612 or to a secure DAC web site. A majority vote of the entire Executive Committee
613 is necessary to approve a motion via this procedure, except as provided in
614 Sections 5.4.2 and 11, and the result of any such motions must be included in
615 the minutes of the next Executive Committee Meeting. These voting procedures
616 may not modify the Operating Procedures.
617
618
619 **9. BUDGET**
620

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

678   Executive Committee. No Standing Rules can be adopted which are in conflict
679   with the Operating Procedures and with Robert's Rules of Order. The Past Chair
680   shall maintain an up-to-date copy of the Operating Procedures and Standing
681   Rules and ensures that each committee member has access to a current copy
682   before each meeting.