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**OPERATING PROCEDURES**  
**of the**  
**Design Automation Conference**  
**Revised and Approved, October 9, 2017**

**1. NAME**

The name of this conference is the ACM/IEEE/Electronic System Design Alliance 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), represented as ACM/SIGDA,
- the Electronic System Design Alliance (ESDA), 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.

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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.

110  
111 2) The present Vice-Chair shall become the General Chair of the following  
112 conference.  
113

114  
115 **5.3.2 All other positions:** For all positions other than those that have fixed  
116 succession, the Nominating Committee shall provide a slate consisting of one  
117 name per position.  
118

119 The representative of each Sponsor shall be recommended to the Nominating  
120 Committee by the Sponsor. The Executive Committee shall either approve each  
121 Sponsor's candidate by vote, or shall request the Sponsor to submit an  
122 alternative nomination.  
123

124 Nominees for the Conference Program Chair, Technical Program Chair and Designer  
125 Program Chair shall normally be a current or a former member of the Executive  
126 Committee. A nominee for the Technical Program Chair shall be recommended to  
127 the Nominating Committee by the present Technical Program Chair. Similarly, a  
128 nominee for the Designer Program Chair role shall be recommended to the  
129 Nominating Committee by the present Designer Program Chair.  
130

131  
132 By March 31 of the current year, the Nominating Committee shall present its  
133 recommendations for composition of appropriate Executive Committee offices for  
134 the following-year conference with exception of the New Initiative Chair(s)  
135 which may be presented at a later time. The Executive Committee may vote on the  
136 individuals recommended by the Nominating Committee or may nominate additional  
137 candidates for any position. Final determination of each position not having a  
138 fixed succession shall be determined at least 6 weeks before the current-year  
139 conference start date. The elected individuals shall be considered 'Members-  
140 Designate' and may attend Executive Committee Meetings, at the Chair's  
141 discretion. They are expected to attend the last meeting of the current DAC  
142 with observer status. Members-Designate have no voting authority at Executive  
143 Committee Meetings.  
144

#### 145 **5.4 Removal of Executive Committee Member**

146

147 **5.4.1 Grounds for removal:** Any Executive Committee member or Member-Designate  
148 may be removed from office and/or removed from previously determined succession  
149 or designation to an Executive Committee position. An Executive Committee  
150 member may be removed for unsatisfactory performance, direct or indirect  
151 conflict of interest, or unethical or unprofessional conduct.  
152

153 **5.4.2 Procedures for Removal:** A person may be removed from the DAC Executive  
154 Committee and/or removed from previously determined succession or designation  
155 to an Executive Committee position by a 2/3 vote of the entire Executive  
156 Committee.  
157

#### 158 **5.5 Filling Vacant Executive Committee Positions**

159

160 If the General Chair position becomes vacant, the Vice-Chair shall immediately  
161 become the Chair.  
162

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

167  
168 Vacancies shall be filled within one month of their occurrence. Should the  
169 vacancy occur at a time at which an Executive Committee quorum cannot meet, the  
170 General Chair shall be responsible for conducting an e-mail vote for election  
171 of the candidate, as described in Section 8.4.

172  
173 **5.6 Responsibilities and Powers of Executive Committee Positions**  
174

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

180  
181 **5.6.1 General Chair:** The General Chair shall have overall responsibility for  
182 the operation of DAC.

183  
184 The General Chair shall set the agenda and chair all meetings of the Executive  
185 Committee, except when unable to attend, at which time the Vice-Chair shall  
186 conduct the meeting.

187  
188 The General Chair shall be responsible for establishing and obtaining, through  
189 the Sponsors' Coordinating Committee (SCC), sponsor approval of the conference  
190 and budget.

191  
192 The General Chair shall be responsible for selecting and securing the Keynote  
193 Speakers of the conference. The General Chair shall be responsible for the  
194 operation of the Opening Session of DAC, including awards presentations and  
195 providing an Introduction for the Conference Proceedings and Final Program.

196  
197 The General Chair shall have signature authority on all conference bank  
198 accounts.

199  
200 No person shall hold the position of General Chair for more than one  
201 conference.

202  
203 The General Chair can assign additional tasks to committee members as required  
204 to conduct a smoothly operating conference.

205  
206 The General Chair is one of the DAC representatives to the SCC.

207  
208 **5.6.2 Vice-Chair:** The Vice-Chair shall assist the General Chair in the  
209 operation of the conference and become familiar with the responsibilities and  
210 operation of all committee positions to prepare for the term as General Chair.

211  
212 The Vice-Chair shall be responsible for overseeing, (a) the publication of all  
213 conference proceedings (b) all needed communications capabilities for the  
214 conference and ensuring its smooth operation, and (c) all matters contractual,  
215 organizational, and logistical relating to site, housing and exhibit space at  
216 DAC.

217  
218 The Vice-Chair chairs the Nominating and Strategy Committees and appoints all  
219 members of the latter.

220  
221 The Vice-Chair is an official Observer of the SCC.  
222

223 **5.6.3 Conference Program Chair:** The Conference Program Chair is responsible for  
224 overall planning and coordinating activities that enhance the experience and  
225 encourage the attendance of those from the research community, including the  
226 research manuscript presentations program, the research special sessions  
227 program and the research panel session program. In addition the Conference  
228 Program Chair oversees the overall technical content presented at DAC, and is  
229 responsible for working with the Designer Track Chairs, Tutorial Track Chair  
230 and New Initiative Chairs to achieve balance in the presentations and sessions  
231 across the entire DAC Conference, Designer, Tutorial and New Initiative  
232 programs.

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

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

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

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

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

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

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

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**5.6.8 Designer Program Chair:** The Designer 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 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

337 outside the scope of other committee roles, as requested by the General Chair.  
338 The Past Chair is responsible for coordinating the expenditure of the  
339 Professional Development Fund.

340  
341 The Past Chair is one of the DAC representatives to the SCC.

342  
343 **5.6.15 Representative of Each Sponsor:** The representative of each Sponsor shall  
344 be responsible for informing the Executive Committee of all policies of, and  
345 requests from, their respective Sponsor. Sponsor representatives shall be  
346 responsible for representing the DAC Executive Committee to the appropriate  
347 individuals and groups within their sponsoring organization.

## 348 349 **6 STANDING COMMITTEES AND SUBCOMMITTEES**

350  
351 The following standing committees shall function as part of each conference  
352 Executive Committee. Additional ad hoc subcommittees may be organized on a  
353 yearly basis. The General Chair shall appoint members of ad hoc subcommittees.

354  
355 Those people responsible for the composition of all DAC committees,  
356 subcommittees and panels (including the Executive Committee) should make best  
357 efforts to achieve the appropriate balance of members, e.g., considering  
358 academia/industry, gender, minorities and geographical regions.

### 359 360 **6.1 Technical Program Committee**

361  
362 Chair: The Technical Program Chair

363 Members: Membership is solely at the discretion of the Technical Program Chair.  
364 The Technical Program Chair may appoint as many members as deemed necessary to  
365 establish the Technical Program and Panel program, respectively, consistent  
366 with the budgeted expenses associated with the committee. Membership in this  
367 committee is limited to a maximum of four years in any six year period.

368 Meetings: The Technical Program Committee meets once in the Winter; the meeting  
369 precedes the Executive Committee Winter meeting.

370 Function: Review and organize the technical program in consultation with the  
371 Executive Committee. The Chair shall report the Technical Program Committee  
372 appointments at the Fall Executive Committee meeting.

### 373 374 **6.2 Tutorial Committee**

375  
376 Chair: The Tutorial Chair

377 Members: The chair appoints the Tutorial Committee members. The appointments  
378 are announced at the Fall EC meeting.

379 Meetings: It is intended that the Tutorial Committee operates by e-mail and on  
380 the phone. That way, the chair is free to choose who and how many people to  
381 have on the committee, without incurring any extra costs to DAC (for example,  
382 for meeting travel).

383 Function: The committee reviews the submitted proposals and develops additional  
384 proposals as needed. The committee ensures that the tutorials are well-  
385 balanced in terms of subjects and presenters.

### 386 387 **6.3 Audit Committee**

388  
389 Chair: The Finance Chair

390 Members: The committee consists of the Finance Chair of the current conference,  
391 the Past Chair of the Conference being audited, and (an) additional member(s)  
392 selected from the Executive Committee to meet a necessary minimum quorum of  
393 three members. The additional member(s) are selected by the committee chair

394 such that continuity in the committee membership is ensured. The chair shall be  
395 responsible for reporting audit results to the Executive Committee and, if  
396 requested, to the Sponsors.

397 Meetings: The audit shall be performed before the final conference accounts are  
398 closed.

399 Function: The Audit Committee is responsible for auditing the conference  
400 finances.

#### 401 402 **6.4 Nominating Committee**

403  
404 Chair: The Vice-Chair

405 Members: The Nominating Committee shall consist of the General Chair, the Vice-  
406 Chair, and the Past Chair.

407 Meetings: As needed, in order to present the new slate by the deadline  
408 specified in Section 5.3.2 and the Initiative Chairs thereafter.

409 Function: The Nominating Committee is responsible for preparing an Executive  
410 Committee slate for the following year, to be presented to the current  
411 executive committee for vote. To ensure continuity appropriate to a permanent  
412 committee, the Nominating Committee should offer a slate of candidates with, as  
413 a whole, significant Executive Committee experience.

#### 414 415 **6.5 Industry Advisory Board**

416  
417 Chair: The Industry Chair

418 Members: The Industry Chair, the General Chair and the Vice Chair may appoint  
419 as many members as they deem necessary. Membership is solely at the discretion  
420 of the chairs but shall usually include selected members of the Executive  
421 Committee and members representing a distribution of exhibiting companies.

422 Meetings: At the conference, in the Fall preferably at a Silicon Valley  
423 location and directly after the Winter TPC meeting plus other times as needed.

424 Function: To review and organize the industrial program. The Industry Advisory  
425 Board shall also be responsible for recommending policies and procedures for  
426 management and evaluation of all matters related to exhibits and exhibitors.  
427 The Industry Advisory Board shall act as a liaison to organizations that  
428 represent the interests of the industry. The chair shall report the committee's  
429 recommendations at the nearest Executive Committee meeting.

#### 430 431 **6.6 Strategy Committee**

432  
433 Chairs: The Vice-Chair and Industry Chair

434 Members: The chairs appoint the members of the committee. Members are typically  
435 the Vice-Chair, the Past Chair, one member per sponsor, all or some of the New  
436 Initiatives Chairs, the Technical Program Chair, one representative from the  
437 Conference Management Company and at least four outside members (from academia,  
438 EDA developers and designers).

439 Meetings: Generally, one meeting before the EC Fall meeting, to act on  
440 directions given by the EC at the Summer meeting and report at the Fall  
441 meeting; and one between the EC Fall and Winter meetings, to follow up on these  
442 actions.

443 Function: To review and propose changes to the DAC strategic plan annually to  
444 the Executive Committee. The Strategy Committee works to ensure that the goals  
445 of the DAC strategic plan are implemented.

#### 446 447 **6.7 Publicity Committee**

448  
449 Chair: The Publicity Chair



450 Members: The chair may appoint as many members as he or she deems necessary.  
451 Membership is solely at the discretion of the chair.  
452 Meetings: At the discretion of the General Chair and the Publicity Chair.  
453 Function: To review, coordinate, and execute the DAC marketing and publicity  
454 plan during the year preceding DAC, and at DAC.  
455

## 456 **6.8 New Initiatives Committee(s)**

457  
458 Chairs: The New Initiatives Chairs  
459 Members: The number of such committees is at the discretion of the New  
460 Initiative Chairs, with counsel from the General Chair, Vice Chair, and Past  
461 Chair. Membership is solely at the discretion of the New Initiative Chairs.  
462 The New Initiatives Chairs may appoint as many members as deemed necessary to  
463 execute the new initiatives, consistent with the budgeted expenses associated  
464 with the committee.  
465 Meetings: At the discretion of the General Chair and the Initiative Chairs.  
466 Function: Organize and drive the new initiatives in consultation with the  
467 Executive Committee. The Chairs are expected to report to the Executive  
468 Committee on regular basis.  
469

## 470 **7 CONFLICT OF INTEREST POLICIES**

### 471 **7.1 Executive Committee - Exclusions From Submission to the Conference**

472  
473  
474 The Design Automation Conference invites each year submissions, by any  
475 individual and group of individuals, of manuscripts, presentations, posters,  
476 etc. The Research Program includes the presentation and publication of  
477 manuscripts selected among these submissions; the Designer Program also selects  
478 its presentation and poster program among its submissions. To avoid conflicts  
479 of interest in the selection process, within each track, the chair of that  
480 track is not allowed to submit to their own track. Thus, the Technical Program  
481 Chair may not submit any research manuscript; similarly, the Designer Program  
482 Chair may not submit any presentation or manuscript for selection in the  
483 Designer Program. If New Initiatives Chairs are responsible for a portion of  
484 the conference program to be selected via reviews of submitted material, then  
485 those Chairs cannot submit to the portion of the program they are responsible  
486 for.  
487

488 In addition, any other member of the Executive Committee, who for any reason is  
489 granted access to the review database for the selection of any portion of the  
490 conference program, may not submit any material to that portion of the program.  
491

### 492 **7.2 Executive Committee - Limitations on Submission to the Conference**

493  
494 All other members of the Executive Committee, who are not affected by the  
495 exclusions in Article 7.1, may submit a limited number of manuscripts,  
496 presentations or posters to the research and designer program. The number of  
497 submissions allowed is three for each program.  
498

### 499 **7.3 Executive Committee - Awards Bestowed by the Design Automation Conference**

500  
501 No EC member can be nominated for any of the awards bestowed by the conference,  
502 including Best Paper Award, Best Presentation Award and Best Poster Award. Any  
503 award candidate co-authored by an EC member is automatically disqualified.  
504

### 505 **7.4 Executive Committee - Invited Conference Manuscripts and Presentations**

506

507 No EC member should be presenters or moderators of any invited conference  
508 session. Moreover, no EC member should be a co-author of any invited published  
509 manuscript. Exceptions to this policy may be made by the General Chair,  
510 whenever they deem them appropriate, and at their sole discretion.

#### 512 **7.5 Executive Committee - General Chair**

513  
514 The General Chair of DAC cannot submit, present, or publish in any form to the  
515 Design Automation Conference during their year of service. This rule is  
516 established because the General Chair proposes all the other members of the  
517 Executive Committee as Vice Chair of the prior year's Nominating Committee;  
518 hence this role has a conflict of interest with the entire conference program.

#### 520 **7.6 Executive Committee - Internal Fairness Management**

521  
522 Any submitted manuscript, presentation or poster by any EC member, which is  
523 accepted into the final Conference Program, must be approved by the General  
524 Chair, to ensure fair handling of these submissions with respect to submissions  
525 by external authors.

#### 528 **7.7 Subcommittees - Conflict of Interest Policies**

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

532  
533 To avoid the possibility of an excessive number of papers in the program being  
534 authored by members of the respective technical program committee, technical  
535 program committee members are limited to submitting at most **five** manuscripts,  
536 posters or presentations to their conference program (Research or Designer). In  
537 addition, they may be included in at most one invited submission/presentation.  
538 Committee members are not allowed to add their name to a manuscript after the  
539 composition of the final program.

540  
541 Moreover no Subcommittee Chair within a Technical Program Committee shall  
542 submit to its own subcommittee.

#### 544 **7.8 Exceptions**

545  
546 Exceptions can be made to the conflict of interest policies outlined in  
547 Sections 7.1, 7.2, 7.3 and 7.7. Such exceptions must be approved unanimously by  
548 vote of the Executive Committee.

### 550 **8. EXECUTIVE COMMITTEE MEETINGS**

#### 552 **8.1 Executive Committee Meeting**

553  
554 An Executive Committee Meeting shall be defined to be a meeting convened by the  
555 General Chair and consisting of a quorum of at least two thirds of the members  
556 of the Executive Committee. All members of the Executive Committee must be  
557 informed of the meeting at least five working days prior to the meeting.

#### 559 **8.2 Frequency**

560  
561 A minimum of three face-to-face Executive Committee planning meetings shall be  
562 held: the Summer at-conference meeting, held on the day after the conference  
563 ends, the Fall meeting, and the Winter meeting.

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### **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.

621 **9. BUDGET**

622  
623 **9.1 Establishment of Budget**  
624

625 A preliminary budget for the following year's conference shall be made by the  
626 Vice-Chair and General Chair and presented to the Sponsors' Coordinating  
627 Committee (SCC) for approval.  
628

629 At the Fall meeting, each Chair shall be responsible for establishing his or  
630 her budget, with the approval of the Executive Committee.  
631

632 Each Chair shall be responsible for maintaining expenses within an allocated  
633 budget. Approval of the General Chair and Finance Chair is necessary for any  
634 expenditure exceeding the gross budget allocation of a particular Chair.  
635

636 **9.2 Distribution of Surplus to Sponsors**  
637

638 All surplus/deficit funds shall be divided among the Sponsors according to the  
639 percentages of the latest Sponsors-approved budget. Any conference expenditure  
640 made for the purpose of benefiting an individual sponsor, rather than DAC as a  
641 conference, shall be deducted from that sponsor's surplus, unless the other  
642 sponsors approve such expenditure.  
643

644 **9.3 Subcontracts**  
645

646 The Executive Committee may recommend that contracts having duration greater  
647 than one year be subcontracted to outside vendors. The final contracts shall be  
648 submitted to the Sponsor's Coordinating Committee (SCC) for approval, with the  
649 consultation and recommendation of the Executive Committee. Competitive bids  
650 will be requested for the Conference Management Contract and such other  
651 contracts as may be beneficial, unless the SCC approves otherwise; however,  
652 there is no requirement that the Executive Committee recommendation be based  
653 solely on lowest price.  
654

655  
656 **10. RULES OF ORDER**  
657

658 The rules contained in Robert's Rules of Order shall govern the Design  
659 Automation Conference Executive Committee meetings in all cases to which they  
660 are applicable, and in which they are not inconsistent with the Operating  
661 Procedures of this conference or the Constitutions and Bylaws of the Sponsors.  
662

663  
664 **11. AMENDING OPERATING PROCEDURES**  
665

666 These Operating Procedures may be amended by a two thirds majority vote of the  
667 Executive Committee; provided the amendment was submitted in writing at a prior  
668 Executive Committee meeting and at least 15 days have passed since that  
669 meeting. Amending the Operating Procedures shall be the first order of business  
670 at all Executive Committee meetings. Changes to the previously submitted  
671 wording will only be allowed if the changes do not significantly change or  
672 expand the subject of the amendment, and said changes are accepted by unanimous  
673 vote.  
674

675  
676 **12. STANDING RULES**  
677

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