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**OPERATING PROCEDURES**  
**of the**  
**Design Automation Conference**  
**Approved, April 2, 2026**

**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 collocation 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 Term Limits**

In accordance with the conference's commitment to fostering fresh perspectives and promoting diverse leadership, it is hereby established that an Executive Committee member shall serve no longer than three years in a specific Executive Committee position, with a maximum overall participation in the Executive Committee of eight years. This time limitation is designed to encourage a dynamic and evolving leadership structure, enabling the infusion of new ideas and expertise within the organization.

Exceptions to these strict limits, requiring proper justification, can be approved on a yearly basis by the SCC upon recommendation by the Nominating Committee.

This provision ensures that the conference achieves a delicate balance between leadership continuity and the imperative for ongoing innovation and adaptability.

### **5.3**

**5.3.1 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
- Technical Program Chair
- Technical Program Vice-Chair
- Special Sessions Chair
- Panels Chair
- Tutorial Chair
- Finance Chair
- Engineering Program Chair
- Engineering Program Vice-Chair
- Publicity/Exhibits Chair
- New Initiatives Chairs as required
- Special Programs Chair
- Past Chair
- A Single Representative from Each Sponsor

The Executive Committee may add nonvoting EC members that serve in advisory, outreach, or other supporting roles.

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

**5.3.2 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.

#### **5.4 Election of Members Executive Committee**

**5.4.1 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.

**5.4.2 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.

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 except for the New Initiative Chair(s) which may be presented later. The Executive Committee may vote on the individuals recommended by the Nominating Committee or may nominate additional candidates for any position. The 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.

## **5.5 Removal of Executive Committee Member**

**5.5.1 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.

**5.5.2 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.

## **5.6 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.

## **5.7 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.

**5.7.1 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.

**5.7.2 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.

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

The Program Chair and Vice-Chair are the chairs of the Research Track Technical Program Committee and have sole responsibility in forming the Research Track Technical Program Committee. The Program Chair and Vice-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 Program Chair and Vice-Chair include at least the Special Session Chair among these EC members.

Finally, the Program Chair and Vice-Chair oversee identifying and reporting potential situations of plagiarism for the research manuscripts submitted to the conference. If the Program Chair or Vice-Chair delegates 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.

**5.7.4 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.

**5.7.5 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.

**5.7.6 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 and training programs at DAC.

**5.7.7 Engineering Program Chair and Vice-Chair:** The Engineering Program Chair is selected by the Nominating Committee. The Engineering Program Chair and Vice-Chair are 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 and Vice-Chair are responsible for activities that establish cooperation with the key professional bodies that represent the design community. The Engineering Program Chair and Vice-Chair have sole responsibility in forming the Engineering Track Program Committee, which creates the Engineering Track Program—including, but not limited to, submitted presentations, invited presentations, panels, embedded tutorials, and poster sessions.

**5.7.8 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.

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

The Publicity/Exhibits Chair chairs the Publicity Committee.

The Publicity/Exhibits Chair is also 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 Publicity/Exhibits Chair shall provide input to the other Chairs to support the development of the conference technical program.

The Publicity/Exhibits Chair chairs the Industry Advisory Board and together with the General Chair and Vice Chair appoints all of its members.

**5.7.10 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, a few New Initiatives Chairs may be appointed.

**5.7.11 Special Programs Chair:** The Special Programs Chair is responsible for all aspects of organizing, formulating and selecting content and speakers for the DAC Pavilion. In addition, the Special program Chair is responsible for organizing co-located events. Finally, the Special Programs Chair is responsible for managing various DAC contest (e.g., Hack-at-DAC and the System Design Contest).

**5.7.12 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 responsible for maintaining the DAC Operating Procedures.

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

**5.7.13 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 Research Track Technical Program Committee**

Chairs: The Program Chair and Vice-Chair

Members: Membership is solely at the discretion of the Program Chair and Vice-Chair. The Program Chair and Vice-Chair 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 five years in the past seven-year period. If serving as a TPC track chair, the duration of the term is limited to a maximum of six years in the past eight-year period. However, Program Chairs have discretionary flexibility to make exceptions to the TPC member tenure limit based on committee workload demands or other factors. Such exceptions should be documented in the EC meeting minutes.

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 Program Chair and Co-Chair shall report on the Technical Program Committee appointments at the Fall Executive Committee meeting.

The primary function of the Technical Program Committee is to select research manuscripts for the final program. The acceptance ratio of research manuscripts for this conference is ideally targeted to be between 20-25%, and the final decision is at the discretion of the Technical Program Chairs. Any acceptance ratio falling outside of this specified range requires full approval from the Executive Committee (EC).

### **6.2 Engineering Program Committee**

Chairs: Engineering Program Chair and Vice-Chair

Members: Membership is solely at the discretion of the Engineering Track Chairs. The Engineering Program Chair and Vice-Chair 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 Engineering 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, 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 a 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 representatives, 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.

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

## **6.10 Sponsor Coordinating Committee (SCC)**

Chair: Alternates between the sponsor representatives

Members: 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.

Meetings: At the discretion of the SCC Chair.

Function: 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)**

Chair: The Chair of the Advisory Committee will be nominated by the SCC among the invited committee members and will serve a two-year term. If, at the time of appointment, the selected member has fewer than two years remaining in their current term, their term may be extended by up to an additional year.

Members: The Advisory Committee members will be chosen by invitation of the SCC with nominations procured from the DAC EC members. The advisory committee is composed of 5-8 members. Appointments are for two-year terms and may be renewed once. (A special rotation schedule will be implemented during the initial formation of the Advisory Committee to allow for the staggering of terms.) No Advisory Committee members should have served on the DAC EC or SCC for the past 2 years. The committee may include 2-3 past DAC chairs, 3-4 industry/academic luminaries in the DAC community. Members should have regularly attended DAC during the preceding 5 years. The composition of the Committee should reflect a balanced presentation of academia/industry, as well as appropriate gender and geographical diversity.

As an exception, the present past DAC GC (a member of the DAC EC and SCC) serves as an ex officio on the Advisory Committee to facilitate efficient information exchange among the AC, EC and SCC.

Meetings: Generally, two regulars (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.

Function: 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 Vice-Chair may not submit any research manuscript; similarly, the Engineering Program Chair and Vice-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, and the Most Influential Paper 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 7.6. 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**

Subject to conference finances, up to three face-to-face Executive Committee planning meetings may be held: the Kick-off (or summer at-conference) meeting held on the day after the conference ends, the Fall meeting, and the Winter meeting. All these meetings shall be conducted in a cost-efficient manner, at locations minimizing travel expense, with onsite attendance restricted to a subset of EC members and others approved by the General Chair.

In between the above EC meetings, the General Chair may also call for monthly or more frequent virtual EC meetings as needed.

## **8.3 Attendance**

Executive Committee members are expected to attend all Executive Committee meetings except in cases that present conflicts of interest using reasonable measures, or during a deliberation on their own performance. Whether an EC member shall attend in person or virtually is decided by the General Chair.

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 nonmembers (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 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 ensure that each committee member has access to a current copy before each meeting.