



## IEEE REGION 6 BYLAWS

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**Approved by the IEEE MGA Board on November 22, 2025**

These bylaws are to govern Region 6 of the IEEE. They augment the IEEE Constitution and Bylaws, IEEE Policies, and the MGA Operations Manual and Finance Operations Manual, which shall take precedence in the event of conflict with these Region 6 bylaws.

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# IEEE REGION 6 BYLAWS

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## 1.0 ORGANIZATION DESCRIPTION

- 1.1 The name of this organization is the “Region 6 of the Institute of Electrical and Electronics Engineers, Inc.” (IEEE), and may be referred to herein as “Region 6”. These Bylaws shall govern the activities of Region 6 and its committees.
- 1.2 Region 6 is one of ten Region geographic units established by the IEEE. For more information on IEEE Regions, see the IEEE Constitution and Bylaws, and Member and Geographic Activities (MGA) Operations Manual.

The geographic territory of this organization shall consist of the Western USA, as designated as Region 6 by the IEEE. Its territorial area includes all of the States of Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, major portions of New Mexico, and portions of western Wyoming.

### [Sections by Region](#)

- 1.3 Region 6 functions shall be to:

- Formulate goals and objectives for the Region
- Plan operations, including budget preparation and approval
- Implement programs and activities consistent with the mission, goals, and objectives of the IEEE, MGA, and Region 6
- Provide leadership opportunities for interested IEEE members to take an active role within the operations of Region 6.

- 1.4 **FISCAL AND OPERATING YEAR**

The fiscal and operating year of the Region shall begin on the first day of January and end at the close of business on the thirty-first day of December of each year.

## 2.0 ORGANIZATION GOVERNANCE

- 2.1 REGION 6 COMMITTEE

The operations of Region 6 shall be managed by the Region 6 Committee (Opcom), consisting of voting members as designated in the MGA Operations Manual plus members appointed by the Region Director, from among the IEEE members in good standing that reside in Region 6.

With the exception of the Student Representative, each member of the Region Committee shall be an IEEE member of Graduate Student Member, Member, Senior Member, or Fellow grade.

The Region 6 Committee shall consist of the following Region 6 members. A member may hold more than one voting office but each shall have only one vote.

- 2.1.1 The Region Officers:

- Region Director, who serves as Region Opcom Chair. The Opcom Chair may only vote to break a tie, or when a secret ballot is taken. In the absence of the Chair, the Vice Chair

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shall serve as Chair.

- Region Director-Elect, who serves as Region Opcom Vice Chair
- Immediate Past- Region Director
- Region Secretary, appointed by Region Director subject to approval of Region Committee
- Region Treasurer, appointed by Region Director subject to approval of Region Committee.

### 2.1.2 Ex-officio voting members of the Region 6 Committee.

- The Chair of each Section in Region 6 (or an alternate for a specific meeting with prior written notification to the Region Director)
- Region 6 Professional Activities Chair
- Region 6 Student Activities Chair

These Members are appointed at the time they assume the office and shall serve concurrent with the term of that office.

### 2.1.3 The Region Director may appoint, subject to confirmation by a majority vote of the Region 6 Committee, and within any limitations set by the IEEE additional voting members to the Region Committee from the Region membership. Such additional members shall be appointed on a year-to-year basis.

These include Area Chairs and the chairs of the Region standing committees, and may include representatives, coordinators and chairs of activities, such as, Educational Activities, Life Members, Student Representative, Young Professionals, Women in Engineering (WIE), etc. as specified in the MGA Operations Manual.

### 2.1.4 Additional non-voting committee members and liaison representatives necessary to ensure the effective functioning of the Region Committee may be appointed on a year-to-year basis by the Region Chair subject to the approval of the Region Committee.

### 2.1.5 The names of the Region Committee members listed in 2.1.1, 2.1.2, 2.1.3, and 2.1.4, shall be reported to the IEEE MGA using the current IEEE designated tool(s) within 20 days following their election or appointment.

### 2.1.6 Any appointed member whose designation is not otherwise provided for in these Bylaws is appointed by the Region 6 Director and serves at his/her pleasure.

## 2.2 REGION 6 EXECUTIVE COMMITTEE

Per the MGA Operations Manual, Region 6 has established a Region 6 Executive Committee. It shall have all the functions and duties of the Region 6 Committee between Opcom meetings, plus those designated by other provisions in these Bylaws, except those that may be reserved exclusively to the Region 6 Committee. In the absence of the Chair, the Vice Chair shall serve as Chair. In the absence of both the Chair and Vice Chair, the Committee shall elect someone from within their ranks to chair the meeting.

Actions of the Region 6 Excom shall be presented to the Region 6 Committee for ratification the next Opcom meeting. The Region 6 Committee may, by majority vote of members present at any meeting, overrule any act or decision of the Region 6 Excom.

The Region 6 Excom consists of the following members, all of whom are voting members:

- Director

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- Director-Elect
- Immediate Past Director
- Secretary
- Treasurer
- Chair, Professional Activities Committee
- Chair, Student Activities Committee
- Area Chairs (5)
- Region Student Representative

## 2.3 REGION OFFICERS

### 2.3.1 DIRECTOR

The Region 6 Director-represents Region 6 in all other IEEE functions as required throughout Region 6. The Director chairs all meetings of the Region 6 Committee. They nominate and make recommendations to the Region 6 Committee for approval of all nonelected Region 6 Officers, Committee Chairs, and Coordinators.

### 2.3.2 DIRECTOR-ELECT

The Director-Elect is elected by the Region 6 membership for a two-year term concurrent with that of the Region Director.

The Director-Elect carries out all duties and obligations of the Director in the Director's absence. They participate in any Region capacity, at his/her choice, and at the Director's request, and keep abreast of all Region 6 activities during their tenure to assure a smooth transition to the Director position.

### 2.3.3 PAST DIRECTOR

The immediate Past Director serves in an advisory role to the Region Director.

### 2.3.4 REGION SECRETARY

Records and maintains the minutes of all formal Region 6 meetings chaired by the Director or his/her designate and distributes those minutes to all Region 6 Committee members. Copies of all Region 6 Executive and Committee Meeting Minutes shall be forwarded to the MGA Secretary. Writes and distributes all Region 6 correspondence at the request of the Director.

### 2.3.5 REGION TREASURER

Audits all Region 6 disbursement requests and processes those requests using the current IEEE designated tool(s).Reviews all Region 6 financial records on a monthly basis, or as required, and presents those records to the Region Committee at all formal meetings and to the Director and Director-Elect in a timely manner when requested. Prepares year-end financial report as required by IEEE. Prepares meeting travel reimbursement guidelines for approval by the Director. Serves as a corresponding member (non-voting) of the MGA Finance Committee.

## 2.4 REGION AREAS AND OPERATIONAL AREAS

The activities of the Region are carried out in Region Areas and Operational Areas.

## 3.0 REGION AREAS

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## 3.1 AREA DEFINITIONS

Region 6 may define up to a maximum of six Areas within the Region 6 territory. The definitions of each of Region 6 Area, and a list of Sections within it, are specified in the Region 6 Operations Manual.

## 3.2 AREA CHAIRS

3.1.1 Region 6 Area Chairs are appointed by the incoming Director to a two-year term of office, which runs concurrent with that of the Region Director. The Area Chairs are confirmed by the Region 6 Operating Committee. Prior to each appointment the Director shall request recommendations from, and consult with, the Sections comprising the areas served.

3.1.2 The Area Chair acts as the Region 6 Director's representative in their Area and provides an informal and direct communication link between the Region Director, the Sections, Society Chapters and members in their areas, assisting with the management and administrative missions of the Region.

3.1.3 Each Area will hold at least two Area meetings per year.

3.2.4 Each Area Chair shall have a Region budget line to carry out the Area Chair function.

## 4.0 OPERATIONAL AREAS

Region 6 Committees and Activities are assigned to Operational Areas to support their endeavors. These Operational Areas are: Region Operations, Industry Engagement, Educational Activities, Marketing and Communications, and Community Outreach. Committee and Activity assignments to these Operational Areas are outlined in the Region 6 Operations Manual.

### 4.1 REGION 6 STANDING COMMITTEES

To facilitate the work of the Region, standing committees with designated missions may be established and/or terminated by the Region Executive Committee as required. The Region Committee shall review all Standing Committees at intervals of no more than five years to ensure that their respective scopes and compositions continue to serve the best interests of Region 6. The Region Secretary shall maintain a schedule of Standing Committee reviews.

For review purposes:

- Awards & Recognition Committee reports through the Region Director to the Region Excom
- Conferences Committee reports to the Opcom, and to the Excom between Opcom meetings
- Membership Development Committee reports through the Director-Elect to the Region Excom.
- N&A Committee reports through the Past Region Director to the Region Excom
- Professional Activities Committee reports through the Past Region Director to the Region Excom
- Student Activities Committee reports through the Director-Elect to the Region Excom.

Responsibilities and duties of the various Region committees and liaison and representatives are specified the Region 6 Operations Manual.

Chairs of standing committees are members of the Region Committee and appointed by the Region Director with consent of the Region Committee for a term of one or two years, concurrent with that of the Region Director. They may be voting members or nonvoting members as indicated, as indicated in 2.1 "Region 6 Committee".

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<b>Standing Committee</b>	<b>Corresponding MGA Committee or other IEEE organization</b>
• Awards	MGA Awards and Recognition Committee
• Conferences and Events	n/a
• Membership Development	MGA Membership Recruitment and Recovery
• Nominations & Appointments	n/a
• Professional Activities	n/a
• Student Activities	MGA Student Activities Committee

### 4.1.1 AWARDS

The Region Director shall appoint an Awards Committee Chair whose term shall run concurrent with that of the Region Director. The Awards Chair represents Region 6 on the MGA Awards and Recognition Committee. The Awards Chair communicates available awards, identifies candidates, solicits nominations, guides timely nominations, and appoints up to five members of the Awards Committee from the Region at large, with the concurrence of the Region Director. See the Region 6 Operations Manual for other responsibilities and duties.

### 4.1.2 CONFERENCES AND EVENTS

The Region Director shall appoint a Conferences and Events Chair whose term shall run concurrent with that of the Region Director. The Chair shall have had prior experience in the management and operation of conferences or conventions. They may hold another office on the Region 6 Committee. See the Region 6 Operations Manual for other responsibilities and duties.

### 4.1.3 MEMBERSHIP DEVELOPMENT (MD)

The Region Director shall appoint a Membership Development (MD) Committee Chair whose term shall run concurrent with that of the Region Director. The MD Committee Chair serves as the Region 6 representative on the MGA Membership Recruitment and Recovery (MRR) Committee. The MD Committee membership consists of the Section Chairs or the Section Chair in the absence of a Section MD Chair. The MD Committee mission is to promote membership in IEEE and support advancement of each member to the highest level of IEEE membership for which they are qualified and desire. See the Region 6 Operations Manual for other responsibilities and duties.

### 4.1.4 NOMINATIONS AND APPOINTMENTS (N & A)

The Most Recent Past Director shall be the Chair of the Region 6 N&A Committee. If the Most Recent Past Director is unable to serve, then the prior Past Director or earlier who is able to serve, and resides in the Region, shall be appointed.

The Region 6 Director shall appoint not less than three, nor more than six additional committee members, appointed from Region 6 members of Senior Member grade or above who reside in Region 6. The N & A Committee will serve a term concurrent with that of the Region Director.

In the second year of the Director's term, the N & A Committee shall recommend to the Region 6 Committee, nominees for the position of Region 6 Director-Elect for a two year term to run concurrent with that of the next Director term. A minimum of two and a maximum of

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three persons shall be selected by the Region 6 Committee from the nominees.

The N & A Committee will follow the Region nominations procedures in the Region 6 Operations Manual and in the MGA Operations Manual. Nominations will be accepted from the floor.

### 4.1.5 PROFESSIONAL ACTIVITIES

The Region Director shall appoint a Professional Activities Coordinator whose term shall run concurrent with that of the Director. The Professional Activities Coordinator shall have had prior experience in Professional Activities. The Professional Activities Coordinator serves as Chair of the Region 6 Professional Activities Committee, provides activity and project guidance to Areas and Sections, and approves Professional Activities requests for reimbursement and expense advances.

### 4.1.6 STUDENT ACTIVITIES (RSAC) and STUDENT REPRESENTATIVE (RSR)

The Region Director shall appoint a Student Activities Committee Chair whose two-year term shall run concurrent with that of the Region Director. The RSAC Chair shall have had prior experience as a Branch Counselor, Student Activities Chair, or other recognized role in support of student activities within the IEEE. The RSAC Chair shall serve, ex officio, on the MGA Student Activities Committee. See Region 6 Operations Manual for other responsibilities and duties.

The Region 6 Director shall also appoint a Region Student Representative (RSR) to the MGA Student Activities Committee with the advice and consent of the RSAC Chair, for a two-year term of office that corresponds with or overlaps that of the Region Director. The RSR shall have had prior experience as any Student Officer and be of Student or Graduate Student Grade. See the Region 6 Operations Manual for other responsibilities and duties.

## 4.2 AD HOC COMMITTEES

The Region Director shall designate such Ad Hoc Committees as is deemed necessary for the management of Region 6. Any such Committee initiated by the Region Director, shall be represented by the Ad Hoc Committee Chair on the Region 6 Committee, as a non-voting member.

The Region Director may appoint members to such Committees who are IEEE members in good standing and reside Region 6. The term of office of Ad Hoc Committee members, as well as the term of existence of the Committee itself, shall be at the discretion of the Region Director. In no event shall an Ad Hoc Committee remain in existence beyond the term of office of the Region Director who initiated the Committee.

## 5.0 MEETINGS

### 5.1 REGION 6 COMMITTEE MEETINGS

There will be at least one formal (Annual) Region 6 Committee meeting per year. This meeting will be chaired by the Region Director.

#### 5.1.1 QUORUM

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The Region Director, and at least a majority of the voting members of the Region 6 Committee, or their alternates where the Bylaws so authorize, including representatives from at least half of the Sections of the Region, shall be present to constitute a quorum at any meeting of the Region 6 Committee called for the transaction of business and requiring a vote to be taken.

The Region 6 Secretary, or the Region 6 Vice Chair if the Secretary is absent, shall be responsible for confirming the presence of quorum, as defined here, at all meetings of the Region 6 Committee.

### 5.1.2 VOTING

- When a quorum is present in a meeting, a simple majority of all votes cast by voting members is required to pass all motions, except in the case of revisions to the Region Bylaws (see Section in this document on amendment of Region 6 Bylaws) or other motions affecting the rights of members, which require a two thirds majority.
- Where official Region 6 Committee action is required, at other than a formal meeting, an electronic or hard copy ballot, if appropriate, may be used.
- In the absence of a quorum in a meeting, or if there is insufficient time to call a meeting of the Region 6 Committee or Region 6 Executive Committee, the Director may submit any item for e-vote ballot. An e-vote ballot will use IEEE-approved online voting tool(s).
  - **For a motion first proposed by e-vote ballot:** in recognition that interactive debate on the item is not possible, approval by two-thirds of the members that cast a vote is required. A reasonable time limit shall be specified for members to complete their e-vote ballots.
  - **In the case of a motion being tabled,** if the decision is to use e-voting, only a simple majority of the members that cast a votes required, if sufficient time was provided for discussion during the meeting where the motion was tabled.

### 5.2 REGION 6 EXCOM MEETINGS

Meetings of the Region 6 Executive Committee may be called by the Region Director or the Director-Elect as required. At least two formal meetings shall be held yearly. A Region 6 Executive Committee meeting may be held in conjunction with the annual Region 6 Committee meeting.

The Region 6 Secretary, or the Region 6 Vice Chair if the Secretary is absent, shall be responsible for confirming the presence of quorum at all meetings of the Region 6 Executive Committee. Voting by the Region 6 Excom requires a simple majority of all votes cast by voting members.

### 5.3 PARLIAMENTARY AUTHORITY

Per the IEEE Bylaws, *Robert's Rules of Order* (latest revision), shall govern the Region 6 Committee in all cases to which they are applicable.

## 6.0 FINANCIAL MATTERS

### 6.1 MANAGEMENT OF FUNDS

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- 6.1.1 All of the funds of Region 6 shall be deposited and expended as determined by vote of the Region 6 Committee, other than the deposit of IEEE MGA geographic unit allocations and rebates, which are deposited under the rules of the MGA.
  - 6.1.2 Payments of expenses and withdrawals of Region 6 funds shall require the approval of the Past Region Director, the Treasurer, and IEEE Finance.
  - 6.1.3 All expenditures shall be in accordance with the current, approved annual Region 6 budget, unless they are specifically authorized by a vote of the Region 6 Executive Committee to expend special funds allocated to the Region by the IEEE Board of Directors, by IEEE policy, or received from other than normal Region 6 sources, for specific IEEE-approved programs or purposes within the Constitution and Bylaws and Policies of the IEEE, or MGA Operations Manual. An information report of any special funds and expenditures will be furnished to the Region 6 Committee at the Region 6 Committee Meetings.
  - 6.1.4 The Region 6 Executive Committee may from time to time allocate Region 6 funds for support of such Region 6 activities as will promote the objectives of the Institute within the Region.
  - 6.1.5 The Region 6 Executive Committee may authorize either loans or grants of Region 6 funds to individual Sections to meet emergencies or to help finance activities which will promote the objectives of the IEEE within the Section.
- 6.2 BUDGET
- 6.2.1 The Region 6 Treasurer shall act as interface and coordinate region budget information with the MGA Finance Committee.
  - 6.2.2 The Region Executive Committee shall prepare and approve a preliminary budget for the following calendar year prior to the Annual Region 6 Committee Meeting.
  - 6.2.3 The Region 6 Treasurer shall present the preliminary budget at the Annual Region 6 Committee meeting for review and approval by the Region 6 Committee. This preliminary budget shall be provided to the Region 6 Committee members at least 20 days prior to the Annual Meeting.
  - 6.2.4 After approval by the Region 6 Committee, the Region 6 budget shall serve as a guide and authorization for expenditures.
  - 6.2.5 Region 6 shall have a Travel and Expense Reimbursement Policy. Reimbursement of actual and necessary expenses, as authorized by the Region 6 Committee, shall be provided to attend Region Committee meetings and other authorized meetings.
- 6.3 REPORTING
- 6.3.1 The Treasurer shall prepare a financial statement as of December 31 each year. Copies of this financial statement shall be forwarded to IEEE and to the Region 6 Director by January 31 of the following year. Copies will be submitted to the Region 6 Committee at the first Region Committee meeting each year.
  - 6.3.2 The Treasurer shall be responsible for preparation and submission of other financial reports as may be required by IEEE, the Region 6 Committee, or the Region 6 Director.

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### 6.4 AUDIT AD HOC COMMITTEE

In the absence of an audit of the Region6 books by IEEE Finance, an ad hoc Audit Committee shall be appointed by the incoming Region Director comprised of at least two members of the Region 6 Committee. The Audit Committee shall complete the audit of the Region 6 books and distribute copies of their report, no later than 60 days after the audit completion date, to the then-Region 6 Director and Treasurer, and the Immediate Past Director and Treasurer. The Region Treasurer will make copies available to Region 6 Committee members upon request.

### 7.0 AMENDMENT OF REGION 6 GOVERNING DOCUMENTS

The Region Director shall appoint a Governing Documents Committee Chair. The Committee Chair shall appoint additional Committee members, with approval of the Region Excom. All Governing Documents Committee members shall reside in Region 6. The terms of the Governing Documents Committee Chair and members shall run concurrent with that of the Region Director.

The Committee shall conduct an annual review of the Region 6 Governing Documents. Change proposals may come from any IEEE member who resides in Region 6. The review of the Bylaws document shall conclude with approval of revisions, if any are needed, to the Region 6 Bylaws document at the last MGA Board meeting of the year.

**Region 6 Bylaws:** The Region 6 Committee may make, amend, or revoke the Bylaws of Region 6.

After reviewing and incorporating any changes that the Governing Documents Committee recommends, those proposed changes, and reasons therefore, shall be provided to all voting members of the Region 6 Committee for their review and vote.

The motion to approve will be voted on using the vTools Voting "Motion" option. Region 6 Committee voting members will have at least 20 days to review the proposed revised Region 6 Bylaws and to vote on the motion to approve in vTools. Two-thirds (2/3) of all votes cast by voting members of the Region 6 Committee shall be required to approve any new Bylaws, amendment, or revocation unless otherwise provided herein.

Modifications to the Bylaws are subject to confirmation by the IEEE Member and Geographic Activities (MGA) Board.

**Region 6 Operations Manual:** The Region 6 Executive Committee may make, amend, or revoke the Region 6 Operations Manual.

After reviewing and incorporating any changes that the Governing Documents Committee recommends, those proposed changes, and reasons therefore, shall be provided to all voting members of the Region 6 Executive Committee for their review and vote.

The motion to approve will be voted on using the vTools Voting "Motion" option. Region 6 Executive Committee voting members will have at least 20 days to review the proposed revised Region 6 Operations Manual and to vote on the motion to approve in vTools. A majority of votes cast by voting members of the Region 6 Executive Committee shall be required to approve any amendment to the Region Operations Manual or revocation unless otherwise provided herein.

The Region 6 Operations Manual shall be provided to the Region 6 Committee for their use.

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## APPENDIX A — DOCUMENT CONTROL

### Current Document Details

<b>Document Name</b>	IEEE Region 6 Bylaws
<b>Contributors on this revision of the Bylaws</b>	Joseph Wei (R6 2025-26 Director), Taylor Winship (R6 Operations), Ed Perkins (R6 Marketing & Communications), Brianne Tengan (R6 YP Coordinator), Scott Tamashiro (2025-26 R6 Director-Elect), Kathy Hayashi (2025-26 R6 Past Director)
<b>Approval Methodology</b>	<b>1.)</b> Vote by Region 6 Committee via a Motion in vTools Voting, then <b>2.)</b> an email request for MGA approval & IEEE Legal review, then <b>3.)</b> vote by the MGA Board
<b>Doc Final Approval Date</b>	November 22, 2025 at MGA Board Meeting
<b>Doc PDF Location</b>	Region 6 website, see “Region 6 Operations Reference” page => <a href="https://ieeeregion6.org/volunteer/volunteer-tools/region-6-operations-reference/">https://ieeeregion6.org/volunteer/volunteer-tools/region-6-operations-reference/</a> ; access open to all. <b>NOTE: this URL will probably change when new website goes live .</b>
<b>Doc Master Location</b>	On Region 6 shared drive : “R6 Governing Documents”
<b>Doc Security</b>	<ul style="list-style-type: none"> <li>▪ A PDF of the approved document on R6 website will be available to anyone.</li> <li>▪ <b>Master version of current and prior approved Region 6 Bylaws documents shall be accessible only by: 1. Region Director, 2. Region Director-Elect, 3. Region Secretary, and 4. Region Governing Documents Committee Chair.</b></li> </ul>
<b>Doc Revision Notice</b>	Link to PDF of revised, approved Bylaws will be sent to R6 members.

### Document Change Log

Version	Brief Description of Changes to Last 2 Approved Versions	Approvals
Vers 1.0	Date initial version of Region Bylaws was approved is not known	unknown
08-11-2017	Description of changes not recorded in the document	02-17-2018
November 22, 2025	Amended Article 1, Section 1 to: correct organization name, remove references to IEEE-USA PACE funding and change “PACE” to “Professional Activities”, reorganize for flow and comprehension, remove some content duplicated in Region 6 Operations Manual or in MGA Operations Manual, add mention of Operational Areas introduced by the Director in January of 2025, enhance information about process to amend Region 6 governing documents. <b>NOTE:</b> Table of Contents and Appendix A updated on 12-30-2025, to reflect approved document content, storage location, and security.	11-22-2025

### Document Current Version Approval

Region 6 Committee Vote on Motion to Approve in vTools Voting		MGA	Approver Name	Approval Date
Approve	<b>12</b>	MGA approver	Christie Giambalvo	09-23-2025
Do not approve	<b>0</b>			
Abstain	<b>1</b>			
Did not vote	<b>35</b>			
<b>MGA Board Approval</b>			<b>Approval Date</b>	
Approved at the MGA Board Meeting				11-22-2025