

IEEE POWER ENGINEERING SOCIETY

**MARINE SYSTEMS COORDINATING COMMITTEE
(MARSYS)**

ORGANIZATION AND PROCEDURES MANUAL

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MARSYS Executive Committee

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REFERENCES

Technical Council Organization and Procedures Manual. June 2004

Marine Systems Coordinating Committee Scope. January 2008

IEEE Power System Relaying Committee (PSRC) Organization and Procedure Manual. December 2005

1. Introduction and Purpose of the Organization and Procedures Manual

1.1 Introduction

This manual is intended to define the organization of the Marine Systems Coordinating Committee (MARSYS), known throughout this document as the Committee, the scope of the Committee and its Subcommittees, and the duties of the MARSYS Officers. Membership qualifications for the Committee, the Subcommittees, and the working groups are stipulated. Certain relevant operating procedures are also defined.

This manual conforms to the Institution of Electronic and Electrical Engineers (IEEE) Power and Energy Society (PES) Technical Council Organization and Procedures Manual, June 2004.

1.2 Purpose

The purpose of this document is to provide information to Officers and members of MARSYS, to assist them in understanding and working effectively with the Technical Council and its superior and subordinate organizations.

2. Responsibilities and Duties of Marine Systems Coordinating Committee

MARSYS shall be responsible for the following:

- a) Promote and coordinate activities in each technical area outlined in Section 3.
- b) Sponsor technical sessions.
- c) Arrange Special Technical Conferences either alone or jointly with other Committees of PES or with other technical organizations.
- d) Review and grade technical papers.
- e) Initiate, propose and/or process awards for Committee, Subcommittee and Working Group members.
- f) Promote Senior Memberships and IEEE Fellow candidates and evaluate proposed Fellow candidates by other than Committee sources.
- g) Offer cooperation with local sections/chapters of the IEEE PES.
- h) Select session chairmen and be responsible for presentation of papers at meetings designated by PES.
- i) Inform the general membership of the PES about the activities of MARSYS by submitting news items to the Power Engineering Society Newsletter or to the Power Engineering Review, as appropriate.
- j) Encourage all that are qualified to seek membership in PES and the Committee.

3. Scope of Activity

The scope of activity for the Committee is to coordinate with other Committees of the PES, other IEEE societies and committees, other technical organizations, and government agencies responsible for the application of power and energy at sea. The areas of coordination include Electric Ships and Marine Platforms; Marine Wind, Wave, and Tidal Systems; Marine Transmission and Distribution; Marine Grounding and Safety; and related Environmental Impact areas.

Each Subcommittee is outlined below.

3.1 Electric Ships and Marine Platforms Subcommittee

The Electric Ships and Marine Platforms Subcommittee shall coordinate with other committees, societies, and agencies on technical issues relating to commercial and military ships incorporating electric propulsion as well as shipboard and marine platform electric power generation and distribution systems activities.

3.2 Marine Wind, Wave, and Tidal Systems Subcommittee

The Marine Wind, Wave, and Tidal Systems Subcommittee shall coordinate with other committees, societies, and agencies on technical issues relating to power generation at sea from wind, wave, and tidal energy.

3.3 Marine Transmission and Distribution Subcommittee

The Marine Transmission and Distribution Subcommittee shall coordinate with other committees, societies, and agencies on technical issues relating to marine transmission, distribution and shore connection activities for connecting and interconnecting sea-based and sea-to-shore facilities.

3.4 Marine Grounding and Safety Subcommittee

The Marine Grounding and Safety Subcommittee shall coordinate with other committees, societies, and agencies on issues relating to grounding and safety in the marine environment.

3.5 Environmental Impact Subcommittee

The Environmental Impact Subcommittee shall coordinate with other committees, societies, and agencies on environmental issues relating to development, operations, maintenance, and decommissioning of marine electric power systems.

3.6 Education and Symposia Subcommittee

The Education and Symposia Subcommittee shall interface with academia to (1) encourage research and development activities and foster development of academic marine power systems programs; (2) conduct symposia and conferences, in conjunction with other societies and organizations, to promote the

interchange of ideas among the professionals in the communities; and (3) participate in activities which educate the public and promote the value and advantages of power and energy at sea.

3.7 Organization and Procedures Subcommittee

The Organization and Procedures Subcommittee shall conduct activities necessary for the operation and support of the Committee. This includes coordinating the review of papers and functioning as the administrative arm of MARSYS.

4. Organization

The administrative year shall begin on January 1, the same as the administrative year for the IEEE PES. All appointed Officers shall begin their terms on that date and serve for the prescribed term.

4.1 Appointment of MARSYS Officers

The Chair, Vice-Chair and Secretary are recommended by the incumbent Chair of MARSYS with the concurrence of the immediate Past Chair and are approved by the Chair of the Technical Council.

4.2 Automatic Progression of Officers and Term of Office

The normal length of service for each MARSYS officer is two years, with progression from Secretary to Vice-Chair to Chair over a six-year period. The PES President, at his or her discretion, may alter this succession by modifying the length of service or appointing new Officers, as circumstances require.

4.3 Duties of MARSYS Officers and Members

4.3.1 Duties of the MARSYS Chair

The Chair is responsible for the following activities, but may assign them to other Committee members for action and support:

- a) Have general supervision of the affairs of the Committee so that its responsibilities are met in a timely and constructive fashion. The Chair shall preside at Committee meetings and shall be an ex-officio member of all Subcommittees.
- b) Preside over Committee meetings and approve the Secretary's report of the meetings prior to distributing to all MARSYS members.
- c) Monitor the necessity of changing the Committee scope and obtain Technical Council approval for such changes as specified in Section 6.4 of this document.
- d) Monitor the need for forming new Subcommittees and disbanding existing Subcommittees as necessary.
- e) Serve as a member of the Technical Council and submit quarterly reports.

- f) Follow the progress of work in Subcommittees and expedite this work as necessary to meet the goals of the IEEE Power and Energy Society.
- g) Encourage members of MARSYS to schedule and participate in technical sessions at General and Regional meetings.
- h) Seek out suitable subjects for Special Technical Conferences to promote advances in technology within the scope of the Committee.
- i) Promote power and energy education within the scope of the Committee. With the aid of the Power and Energy Education Committee, plan tutorial sessions, publications, and Working Group, Subcommittee and Committee educational reports. Also, prepare data of use and interest to colleges and universities regarding the state of the art of power engineering and request (through the Power and Energy Education Committee) information from colleges and universities that would aid in problem solution. Maintain an effective liaison with the Power and Energy Education Committee.
- j) Furnish planning support to the Technical Council in the assigned technical areas.
- k) Obtain approval from the Technical Council on joint projects with organizations outside of the PES.
- l) Serve as Chair of the Organization and Procedures Subcommittee.

4.3.2 Duties of the MARSYS Vice-Chair

The Vice-Chair will, in general, be responsible for the following activities and additional duties assigned by the Chair, but may assign them to other Committee members for action and support:

- a) Assist the Chair in his duties and assume the Chair's responsibilities whenever the Chair becomes unable to perform the duties.
- b) Serve as a member of the Technical Program Committee for the PES General Meetings.
- c) Perform the function of Technical Publications Coordinator for the Committee. Duties include:
 - 1) Process the review of technical papers sent to the Committee by PES Special Services.
 - 2) Plan the number of technical paper and panel sessions for the PES General Meetings.
 - 3) Plan joint sessions with other Technical Committees, and coordinate these plans with PES Special Services.
 - 4) Arrange for a Session Chair for each session sponsored by the Committee.
- d) Represent the Committee on the Technical Sessions Improvement Committee of the Technical Council.
- e) Represent the Committee on the Organization and Procedures Committee of the Technical Council.
- f) Represent the Committee on the Publications Committee of the Technical Council.
- g) Coordinate the meeting room requests for PES meetings.
- h) Serve as the Technical Paper Coordinator.
- i) Biannually, in the second year of the Vice-Chair's term, review the MARSYS Organization and Procedures Manual for currency and accuracy. Prepare revision recommendations for review by the Organization and Procedures Subcommittee as required.

4.3.3 Duties of the MARSYS Secretary

The Secretary will, in general, be responsible for the following activities and any additional duties assigned by the Chair, but may assign them to other Committee members for action and support.

- a) Record the minutes of all Committee meetings and, after approval by the Chair, distribute them to all Committee members.
- b) With the Chair of MARSYS, prepare meeting agendas in advance of all MARSYS meetings and send them to all Committee members.
- c) Keep records of attendance at all Committee meetings for the purpose of (1) estimating attendance and meeting room requirements for future meetings and (2) identifying, for the Chair, any inactive members whose status should be reviewed.
- d) Prepare, conduct, and report the results of all balloting carried out by the Committee.
- e) Maintain a current "Invitation List" of Committee members and others who, by virtue of active participation or expressed interest, should be contacted regarding Committee meetings.
- f) Assume the duties of the Vice-Chair when the latter is temporarily unable to do so.
- g) Serve as the Standards Coordinator.

4.3.4 Duties of the Standards Coordinator

- a) Act as the MARSYS liaison to the IEEE Standards Board.
- b) Act as the MARSYS representative on the IEEE PES Standards Coordinating Committee.
- c) Review Project Authorization Requests (PARs) circulated by other PES technical committees.
- d) Report standards activity at each Committee meeting.
- e) Report changes in liaison personnel to other PES technical committee standards coordinators.
- f) Review documents that are agenda items for the IEEE Standards Board New Standards Committee (NesCom) and Review Committee (RevCom).
- g) Maintain an awareness of international standards activities that are of interest to MARSYS.
- h) Work with Working Group Chairs to coordinate the submission of PARs to NesCom and convey approval to NesCom for processing the PARs via the web-based IEEE process.
- i) Keep a file of all Forms for Submittal of Proposed Standards and all other correspondence sent by MARSYS Officers and Subcommittee Chairs to the IEEE Standard Board RevCom.
- j) When Interpretation of an IEEE MARSYS generated standard is requested, forward MARSYS interpretation to the IEEE Standards Committee.

4.3.5 Duties of MARSYS Members

The members will, in general, be responsible for the following activities and any additional duties assigned by the Chair:

- a) Attend MARSYS meetings or delegate a representative when unable to do so. Appointed delegates must meet the qualifications of the delegated position.
- b) Make timely response to any ballots.

4.4 MARSYS Executive Committee

The MARSYS Executive Committee is made up of the MARSYS Officers (Chair, Vice-Chair, and Secretary) and the Subcommittee Chairs. The members of the Executive Committee must be a member of the PES.

4.5 MARSYS Working Groups or Task Forces

4.5.1 Establishment of Working Groups or Task Forces

Specific projects or studies can be undertaken by Working Group or Task Force, each acting under its own Chair. A Working Group may be established by

- a) A Subcommittee Chair, when the project involved falls within the scope of its Subcommittee. Such a Working Group reports to the Subcommittee.
- b) The MARSYS Chair, when the project involved does not clearly fall within the scope of an established Subcommittee and does not warrant establishment of a new Subcommittee. This must be approved by the Chairs of the Subcommittees and the Officers.

It is the responsibility of the Chair of the sponsoring Subcommittee to determine when and if a Working Group should be formed. The selection of a Working Group Chair is made by the Subcommittee Chair, after obtaining approval of the MARSYS Officers.

4.5.1.1 The Working Group or Task Force Assignment

The Subcommittee Chair shall prepare a preliminary assignment describing the objectives and charges to the Working Group. After appropriate discussion within the Working Group, the Working Group Chair should propose a final assignment for approval by the Subcommittee Chair and by the MARSYS Officers.

Task Forces may be setup by the MARSYS Chair, or by a Subcommittee or Working Group. Task Forces are established to handle short, limited projects or studies. Effective use of such groups can be made to simultaneously handle different parts of a major project or to investigate the need for a new Working Group.

4.5.1.2 Target Dates

Target dates for interim reports and project completion should be clearly established by the Chair of the sponsoring Subcommittee and every effort should be made to meet them.

4.5.2 Reports and Annual Review

4.5.2.1 Quarterly Reports

Quarterly reports should convey the status of the Working Group or Task Force's project, give an up-to-date roster of members, and report future plans and meetings. Working Group and Task Force Quarterly reports are due to the MARSYS Secretary two weeks before the end of the quarter.

4.5.2.2 Annual Review

An annual review of Working Groups and Task Forces will be performed by the sponsoring Subcommittee in order to determine its progress and continued relevance.

4.5.3 Discharge of Working Groups and Task Forces

The sponsoring Subcommittee should consider the discharge of a Working Group or Task Force if any of the following applies:

- The Working Group or Task Force's project is complete.
- The Working Group or Task Force leadership is nonresponsive to requests for reports, minutes, or status.
- The membership or activity of the Working Group or Task Force is no longer representative of its stated scope.
- There is no current Working Group or Task Force chair and a suitable replacement chair cannot be found.
- The requirement to submit a written, annual report to the sponsoring Subcommittee or to the Committee is not met.
- There have been no meetings of the Working Group or Task Force within the last 12 months and none are scheduled.
- The Working Group or Task Force requests dissolution.

4.5.4 Working Group or Task Force Chair

4.5.4.1 Appointment

The Subcommittee Chair, with approval of the MARSYS Executive Committee, appoints the Working Group or Task Force Chair. Subcommittee chairs are encouraged to separate the process of chair selection from the process of Working Group or Task Force creation.

4.5.4.2 Qualifications and Eligibility of the Working Group Chair

The Chair should have experience in the field of the Working Group assignment and should possess leadership skills. It is also important that the Chair not be the recognized expert in the field, since this often inhibits the contributions of other Working Group members.

The Chair of a Working Group shall be a member of the Power and Energy Society. Furthermore, the Working Group Chair requires the following qualifications:

- a) **Technical Ability** – The Working Group Chair shall have demonstrated technical ability through participation in Subcommittee and Working Group activities and discussions. He must have a sufficient level of expertise within the Working Group's subject of assignment.
- b) **Procedural Experience** – The Working Group Chair shall have been actively participating in Committee activities and shall have demonstrated the willingness to accept and complete assignments and follow through to completion.

- c) Personal Characteristics – The Working Group Chair shall be articulate and an innovative contributor. He shall have leadership qualities as demonstrated by thoughtful engagement in debate and discussion. He shall have excellent verbal and written communication skills.
- d) Administrative Support – The Working Group Chair shall have access to appropriate reproduction and mailing facilities for the distribution of drafts as well as the final document.

4.5.4.3 Term

The Working Group or Task Force Chair is appointed until the assignment is completed.

4.5.4.4 Duties

- a) Recruit and motivate Working Group or Task Force members. Attempt to balance assignments and actively involve as many members as possible.
- b) Working Group or Task Force Chair shall prepare standards, guides, recommended practices, reports, papers, and questionnaires in accordance with formats and procedures described in Sections 6.1, 6.1, and 7 of this document. It is expected that the Working Group or Task Force Chair read, understand and follow these procedures.
- c) The Working Group Chair is responsible for completion of the assignment in a timely fashion.

4.5.5 Working Group or Task Force Vice-Chair

4.5.5.1 Appointment

The Chair of a Working Group is appointed by the Chair of the respective Subcommittee with notification to the Chair of the MARSYS. The Chair of a Working Group shall be a member of the respective Subcommittee. General practice is for the Working Group Chair to serve for the duration of the PAR.

4.5.5.2 Qualifications and Eligibility of Working Group Vice-Chair

Experience in the field of the project and previously volunteered contributions are considered in the appointment of a Working Group or Task Force Vice-Chair. This person should be knowledgeable and interested in the Working Group activity and capable of acting as Chair in his/her absence.

4.5.5.3 Term

The Working Group or Task Force Vice-Chair is appointed until the project is completed.

4.5.5.4 Duties

The Working Group or Task Force Vice-Chair assists the Working Group or Task Force Chair in the effective and timely completion of the Working Group assignment and conducts meetings in the absence of the Working Group or Task Force Chair.

4.5.6 Working Group or Task Force Secretary

4.5.6.1 Appointment

The Working Group Chair appoints the Working Group or Task Force Secretary.

4.5.6.2 Qualifications

Experience in the field of the project and previously volunteered contributions are considered in the appointment of a Working Group or Task Force Secretary. This person should be knowledgeable and interested in the Working Group activity and capable of acting as Vice-Chair in his/her absence.

4.5.6.3 Term

The Working Group or Task Force Secretary is appointed until the project is completed.

4.5.6.4 Duties

The Secretary prepares Working Group or Task Force meeting minutes and is responsible for maintaining the roster of members and non-members attendance at meetings.

4.5.7 Working Group or Task Force Members

4.5.7.1 Appointment

Any interested person is eligible to be a Working Group or Task Force member. The Working Group Chair appoints a volunteer who indicates an interest and ability to contribute to the Working Group assignment.

4.5.7.2 Qualifications

Working Group and Task Force members' qualifications include voluntary involvement, expertise or interest in the subject, regular attendance at Working Group meetings, and timely completion of assignments. Working Group and Task Force members need not be a member of the PES, but are encouraged to join the Society. However, they must be a member of the IEEE. The members of Working Groups and Task Forces are appointed by the Chair of the Working Group with notification to the Chair of the sponsoring Subcommittee.

A Working Group or Task Force member may discontinue his membership by sending a letter of resignation to the Working Group Chair. The Working Group Chair may elect to discontinue the membership of an inactive or non-participating member by sending written notification to the affected member. The returning of ballots and active contribution are the prime criteria for determining participation and continuation of Working Group membership.

4.5.7.3 Term

The term of the Working Group or Task Force member is the length of time necessary to complete the assignment.

4.5.7.4 Duties

A Working Group or Task Force member participates in discussions and accepts and completes assignments. Each Working Group member, regardless of experience level, can be an essential contributor in the production of well-balanced, effective output. Each Working Group member should strive to assure the Working Group produces high quality work of value to the relaying industry.

4.5.7.5 Corresponding Members

To encourage participation by PES members, who are not capable of attending regular meetings, a Working Group Chair may accept volunteers as corresponding members to the Working Group. Corresponding members are not required to attend Working Group meetings, and are permitted to conduct their Working Group activities by correspondence with the Working Group Chair.

Corresponding members are accorded full right of Working Group membership, including balloting privileges on the same basis as regular Working Group members. A Corresponding member who does not "correspond" and/or return ballots in a timely manner shall be dropped from membership at the discretion of the Working Group Chair. A Corresponding member shall be listed on the Working Group roster and noted by an asterisk (*). The use of electronic correspondence methods should allow the corresponding member to remain fully informed of Working Group activities and to receive and complete ballots in a timely fashion.

4.5.7.6 Termination of Working Group Members

A Working Group or Task Force member who misses three consecutive meetings may have their membership terminated by the Working Group or Task Force Chair unless they provide the Chair with a valid reason, in writing, no more than 15 days after missing their third meeting.

5. Liaisons

5.1 Technical Council Liaison Representatives

MARSYS may determine that it is desirable to establish formal and direct liaisons with other IEEE Societies or groups, or other bodies, for the purpose of maintaining an efficient exchange of information on activities and related areas of mutual interest and coordination. This information exchange is accomplished through liaison representatives, appointed by the MARSYS Chair with the agreement and approval of the Technical Council Chair and the other group with which the liaison is to be established. The liaison representative will provide reports to MARSYS on activities of the other IEEE Society or group, with copies to the Technical Council Chair, based on personal participation in these activities if possible.

5.2 Liaison Term of Office

The term of office for liaisons is at the discretion of the MARSYS Chair but normally no longer than 5 years.

6. MARSYS Procedures

6.1 Quorum

Fifty percent (50%) of the voting membership of the MARSYS shall constitute a quorum. Actions which require a majority (greater than 50%) taken at a scheduled meeting lacking a quorum may be subsequently validated through approval of the meeting minutes or through approval by special letter or electronic ballot. Such approvals shall require an affirmative majority vote with at least 50% of the voting membership responding.

6.2 Voting Requirements for Motions

A motion may be made by any Committee member during a Committee meeting. A second to the motion by another Committee member is required prior to the call for the vote. Following the discussion of the motion (if any), the Chair will then call for the vote on the proposal by the Committee membership in attendance. A simple majority vote is required for approval of the motion. The wording of the motion, the name of the member who made the motion, the name of the member seconding the motion, and the results of the vote are recorded in the Committee meeting minutes. Motions made at a scheduled meeting lacking a quorum may be subsequently validated through approval of the meeting minutes or through approval by special letter or electronic ballot. Such approvals shall require an affirmative majority vote.

For additional guidelines on parliamentary procedures, refer to Robert's Rules of Order.

6.3 Amendments to the Organization and Procedures Manual

Any member of the MARSYS may propose an amendment to the Organization and Procedures Manual by submitting it in writing to the Chair of the Organization and Procedures Subcommittee. The proposed amendment is then reviewed by the Subcommittee. Once approved by the Subcommittee, the Secretary of MARSYS will ballot the proposed amendment to the body of the Committee. A simple majority affirmative ballot is required for approval of the amendment. The Organization and Procedures Subcommittee will incorporate the amendment into the Organization and Procedures Manual and will issue the revised manual to all Committee members with a copy to the Technical Council Chair.

6.4 Changes in Scope

The scope of the Committee and its Subcommittees should be reviewed periodically and amended as necessary. Changes to the Committee scope and additions or subtractions from the present Committee organization must be submitted in accordance with the Technical Council Organization and Procedures Manual. Changes to Subcommittee scope must be submitted as a written recommendation to the Chair of

the Organization and Procedures Subcommittee. Changes which are strictly editorial may be approved by the Organization and Procedures Subcommittee.

The Organization and Procedures Subcommittee will attempt to resolve any conflicts and then present its findings to the Chair of MARSYS. The Chair of the MARSYS Organization and Procedures Subcommittee will review the recommendations with the Chair of the Subcommittee which proposed the change and the Chairs of any other Subcommittees which are affected in a further attempt to resolve any conflicts. Changes which are not wholly internal to MARSYS shall be submitted in accordance with the Technical Council Operations and Procedures Manual.

The Chair of MARSYS will then direct the Secretary to conduct a letter or electronic ballot on the final wording of the scope change. The Secretary will report the results of the ballot at the next MARSYS Committee meeting. The Chair of the Technical Council will be notified of the revision by the Secretary. The official scope of MARSYS and its Subcommittees are kept by the Chair of the Technical Council Organization and Procedures Committee.

6.5 Forming a New Subcommittee

New Subcommittees are formed when one of the existing Subcommittees splits due to increased work load or because none of the existing committees sufficiently covers the technical area that the new Subcommittee is to address.

6.5.1 Scope Development and Presentation to MARSYS Organization and Procedures Subcommittee

The first step in forming a new Subcommittee requires the writing of a scope for the new Subcommittee giving the overall technical area that it proposes to cover. The scope is submitted to the MARSYS Organization and Procedures Subcommittee. A vote and/or electronic ballot is then made by the MARSYS Organization and Procedures Subcommittee on whether to approve or disapprove formation of the proposed Subcommittee.

6.5.2 Technical Council Approval

Once approved by MARSYS, a written recommendation to amend MARSYS scope is submitted to the Technical Council for approval as outlined in Section 6.4 of this document. Upon approval from the Technical Council, the Subcommittee is formed and Officers appointed.

6.6 Discharging a Subcommittee

Subcommittees may be considered for termination when the technical area that the Subcommittee addresses becomes so large that its work must be divided among several Subcommittees, when a Subcommittee's scope is seen as overlapping that of another, when a Subcommittee's work attracts insufficient interest to maintain viability, or when a subcommittee is seen as "inactive." A review of the Subcommittees is performed annually by the MARSYS Organization and Procedures Subcommittee.

Once the Subcommittee termination is approved by MARSYS, a written recommendation to amend the Committee scope is submitted to the Technical Council for approval as outlined in Section 6.4 of this document. Upon approval from the Technical Council, the Subcommittee is disbanded.

7. Procedures for Developing and Balloting IEEE Standards, Guides, and Recommended Practices

7.1 Introduction

The following procedures outline the orderly transaction of business of the Committee for the development of IEEE Standards, Guides, and Recommended Practices, hereafter referred to as “Standards.” Openness and due process must apply, which means that any individual with a direct and material interest has a right to participate by:

- a) Expressing a position and its basis.
- b) Having that position considered.
- c) Appealing if adversely affected.

Due process allows for equity and fair play. In addition to openness, due process requires balance, i.e., the standards development process should have a balance of interests and shall not be dominated by any single interest category.

The procedure supplements guidance provided in the IEEE Standards Association (IEEE-SA) Standards Board Operations Manual and the Standards Board Bylaws and shall be used by all standards preparing bodies within the PES. This section is intended to supplement the instructions provided in the Organization & Procedures Manual for the PES Technical Council, which takes precedence should conflict arise. It is essential that the IEEE-SA standards development process be read and understood by the Chair and Vice-Chair of any standards development working group sponsored by MARSYS.

7.2 IEEE Standard Generation or Revision

7.2.1 Creation of a New Project

All new standards development work sponsored by the Committee shall be reviewed and approved by the Committee and relevant Subcommittee. Within six months of starting work on a new or revised standard, the Subcommittee Chair shall submit a PAR through the MARSYS Standards Coordinator and the New Standards Committee (NesCom) of the IEEE Standard Association (IEEE-SA).

7.2.2 Standard, Guide, Recommended Practice and Other Documentation Format

It is a requirement that Standards, as well as any Committee, Subcommittee, Working Group, or Task Force report, be written in IEEE format using the standard IEEE Document Template. The up-to-date template and instructions on how to use it can be found on the IEEE SA Templates for Writing the Draft¹.

¹ <http://standards.ieee.org/resources/development/writing/templates.html>

7.2.3 Participation in the Working Group

7.2.3.1 Working Groups of MARSYS

When one or more Working Groups are formed to perform the standards development work, their formation (and later discharge) requires approval by a majority vote of MARSYS. The scope, duties, and membership of Working Groups or Task Forces shall be reviewed annually. See Section 4.5 of this document.

7.2.3.2 Advertising

The IEEE-SA Standards Department staff is responsible for advertising the start of work on all PARs in the appropriate media. The MARSYS Standard Coordinator should work closely with the staff in this effort.

7.2.3.3 Invitation to Participate Form

The IEEE-SA is responsible for sending an Invitation to Participate form both to interested parties who contact the MARSYS Chair directly and to the listing of interested parties supplied by the IEEE-SA Standards Department staff. A list of upcoming Working Group and Task Force meetings shall be included. Any other pertinent information regarding status of the document, qualifications of Working Group and Task Force members, etc., shall also be sent.

The returned Invitation to Participate forms shall be evaluated by the Working Group or Task Force chair for inclusion of the responder in its membership. In general, all who respond and who are technically qualified should be invited to participate unless specific reasons exist for excluding them. (For example, if there are any concerns that the inclusion of a candidate or candidates would provide a single organization or company with undue influence on the content of the proposed document.)

7.2.3.4 Documentation Required by MARSYS in the Generation or Revision of a Proposed Standard

The Working Group should keep adequate records of the technical data submitted in preparing a proposal for possible publication. The material may be used for education of individuals using the published standard.

7.3 Balloting

7.3.1 Formation of Ballot Groups

In advance of sponsor balloting, the MARSYS Standards Coordinator will send a Sponsor Ballot Invitation Request form to the IEEE Ballot Center. The IEEE Ballot Center will send invitations to the Ballot Pool members inviting them to join the Ballot Group.

The Ballot Group may consist of the following:

- a) The sponsoring Working Group or Task Force members who both wish to vote and are IEEE-SA members.

- b) Those IEEE-SA members who submit a completed Invitation to Ballot form and certify that they understand the material presented in the draft standards and are technically competent to vote on such issues.
- c) Members of MARSYS and the sponsoring Subcommittee who are IEEE-SA members wishing to ballot the document.

Note that the balloting body must be balanced as defined in the IEEE-SA Standards Board Operations Manual, Section 5.4.1. The conductor of the ballot (which in most cases will be the sponsoring Subcommittee or the MARSYS Standards Coordinator) retains the responsibility for the balance. Any actions necessary to establish or restore balance must be done prior to the ballot. The MARSYS Standards Coordinator can seek the advice of the IEEE-SA Standards Department staff in achieving balance. Once formed, no new members may be added to the group.

Also note that the sponsor retains a degree of control over the balloting group, as stated in the IEEE-SA Standards Board Operations Manual, Section 5.4.

7.3.2 Failure to Return Ballot

Any Balloting Group member who has requested participation in the ballot of a draft standard and fails to return their Ballot Form may be dropped from the balloting pool for future projects and, therefore, not receive future invitations to ballot. In that case reinstatement to the balloting pool would be considered upon written request to the MARSYS Standards Coordinator. The IEEE Balloting Center will be informed of changes to the Balloting Pool.

7.3.3 One Ballot

Informal balloting of members of the Working Group or Task Force may be used to assure consensus and to elicit comments. However, to expedite the completion of the standard, only one formal ballot shall be conducted. The balloting body for this one ballot shall be as described in the above paragraph. Follow-up ballots (to the same balloting body) will be necessary when substantive technical changes are made as a result of negatives or by comments received.

7.3.4 Balloting Procedures

Balloting shall be conducted using the procedure published in Section 5.4.3 of the IEEE-SA Standards Board Operations Manual.

7.3.4.1 Balloting

Ballots shall contain three classifications of votes:

- a) Approved, With or Without Comments.
- b) Disapproved with Comments.
- c) Abstain.

7.3.4.2 Addressing Ballots with Comments

A “Disapproved with Comments” ballot may require further review by the Working Group. All comments either with "Approved" or "Disapproved" ballots, must be resolved or explained either by letter from the Working Group Chair to the person submitting the comment, or by personal contact with or action by the Working Group. All requests for changes, alternate proposals and suggestions for revisions to the Working Group document must be in writing with adequate substantiating data provided to the Subcommittee membership in order to assure understanding of the issues involved.

7.3.4.3 Validity of Sponsor Ballot

For the Sponsor Ballot to be valid, at least 75% of the ballots sent must be returned. The Working Group Chair must attempt to resolve all comments submitted with the ballots. When the resolution results in substantive changes to the document, the revised document must be re-circulated to the balloting body. “Substantive comments” are defined as technical changes to the proposed standard. When all comments are resolved, or when no further resolution of comments seems possible within a reasonable time, the document will be considered approved by the MARSYS if at least 75% of those balloting have approved the document.

7.3.4.4 Length of Time Allotted for Balloting

Thirty days are allowed for the return of the ballot.

7.3.4.5 Ballot Summary Report for a Proposed Standard

The Subcommittee Chair, following successful balloting, next prepares a summary report, to include:

- a) Tabulation showing the results of the balloting.
- b) A statement of the reasons given for negative votes.
- c) The steps taken to resolve any objections.

Copies of this report should be transmitted to the MARSYS Officers and Standards Coordinator. Results of the ballot should be reported at the next Committee meeting. The Subcommittee Chair should recommend in the report either acceptance of the ballot or continuation of development work. The recommended action shall be subject to a majority approval of the MARSYS members present.

7.3.5 Committee Reports on Standards Work In Progress

Standards-writing Committees often arrive at a stage in their work on a project where they feel it would be useful to generate input from members of the profession that would help them with the implementation of their project. To generate such input, it may be useful for MARSYS to publish a Committee Report on standards work in progress.

The report should take the form of a discussion of the progress made to date, the areas where more information is needed before the Committee can go forward, and the unresolved issues still in contention. The report may quote extensively from current drafts of the standard, but this should always be done in the context of accompanying discussion material. The purpose of such a report, beyond just being informative,

is to elicit a response in the form of comments or other useful input to the Committee, which will speed the work towards its completion.

Another alternative is to publish Emerging Practices in Technology papers through the Standards Press. Papers within the technological scope of the IEEE that propose a practice to industry may have the potential for future standardization. The IEEE Standards Board works to acquire, review, publish and disseminate these papers through the IEEE Standard Press.

7.3.6 Standards Publicity

MARSYS is encouraged to prepare press releases and other forms of publicity to promote their standards activities. Please see Subclause 5.1.5 of the IEEE-SA Standards Board Operations Manual for further instructions.

7.3.7 Appeals

Refer to the Technical Council Organization and Procedures Manual, Section 6.9.9 for instructions on standards appeals.

7.4 Voting

7.4.1 Voting Membership

IEEE Standards meetings are open to any individual who wishes to attend regardless of their membership status.

7.4.2 Actions Requiring Majority Approval

The following actions, by Sponsor vote at a meeting, require approval by a majority of the votes cast, provided that a quorum is present:

- a) Approval of minutes.
- b) Authorization of letter or electronic ballot.
- c) Formation of a Working Group or Task Force, including its procedures, scope, and duties.
- d) Disbandment of Working Groups or Task Forces.

Electronic votes on the above items require approval by a majority of the voting membership of the Committee.

7.4.3 Actions Requiring Approval by Two-Thirds of Those Voting

The following actions require a letter ballot or an equivalent² formal recorded vote with approval by at least two-thirds ($\frac{2}{3}$) of all of those voting members, excluding abstentions:

- a) Adoption of Committee or Subcommittee procedures, interest categories, or revisions thereof.
- b) Position Statements for Standards.

7.5 Communications

7.5.1 Formal Communication

All MARSYS Officers should use the MARSYS letterhead if available, or email notification, when corresponding on behalf of MARSYS activities.

7.5.2 Formal Internal Communication

If correspondence among Subcommittees or Working Groups of different Subcommittees involves issues or decisions (that is, non-routine matters) affecting other Subcommittees, copies shall be sent to all affected Subcommittee Chairs, the Secretary, and MARSYS Officers.

7.5.3 External Communication

Inquiries relating to the Sponsor should be directed to the MARSYS Chair. Members should so inform individuals who raise such questions. All replies to inquiries shall be made through the Chair.

7.5.4 Informal Communications

Informal communications shall not imply that they are a formal position of the Committee, Subcommittee, or the Working Group.

7.5.5 Position Statements for Standards

All communications shall comply with sub-clause 5.1.4 of the IEEE-SA Standards Board Operations Manual. These procedures apply to communications with government and intergovernmental bodies.

7.5.5.1 Committee Position Statements

MARSYS position statements shall not be released without prior approval by MARSYS, which requires two-thirds ($\frac{2}{3}$) vote per Section 7.4.3 of this document.

² “Equivalent” refers to some identifiable method of tallying the votes and addressing the comments.

7.5.5.2 Working Group Position Statements

Working Group position statements shall not be released without prior approval by a three-fourths (3/4) vote of the Working Group. Such position statements may proceed unless blocked by a vote at a Committee meeting. For position statements not presented for review at a Committee meeting, members shall be provided a review period of at least five (5) days. If, during that time, a motion to block the position statement is made, release of the position statement will be withheld (pending failure of the blocking motion).

Working Group position statements shall be identified in the first paragraph of the position statement as being specifically the position of the Working Group. These statements shall be issued by the Working Group Chair and shall include the Sponsor Chair in the distribution. Such statements shall bear neither the IEEE nor the IEEE Sponsor logos.

8. Procedures For Approval Of Documents Other Than Standards, Guides Or Recommended Practices

Working Group reports are created to provide the industry with information on subjects directly relating to the technology and applications of marine systems. This information may stimulate industry interest for further research, for improved marine systems and for product development. It is strongly recommended that these reports be written in IEEE format using the IEEE Standard Template where practical (refer to Section 7.2.2 of this document).

8.1 Subcommittee Report Approval

Subcommittee reports must be approved by at least three-fourths (3/4) of the Subcommittee members before being submitted to the Committee. It is recommended the Subcommittee attempt to satisfy or reconcile all negative comments prior to moving the report forward. Ballots may be taken by voice or in writing. However, negative comments should be documented and included in the Subcommittee minutes.

8.1.1 Subcommittee Report Distribution

Upon approval of the Subcommittee Report(s) by the MARSYS Officers, the Report(s) shall be distributed to the members on the MARSYS mailing list and posted on the MARSYS website.

8.1.2 Subcommittee Report Presentation

For presentation at an IEEE Power and Energy Society meeting the report shall:

- a) Be submitted to the MARSYS Education and Symposia Subcommittee for review and comments.
- b) Be approved by each of the MARSYS Officers. The MARSYS Secretary shall document the approval of the MARSYS Officers.
- c) Be forwarded to MARSYS members by the Education and Symposia Chair for comments of substance. Any comments must be forwarded to the Education and Symposia Chair within two weeks after receipt of the report. After comments are resolved by the Education and Symposia Subcommittee, the revised document must be re-approved by the MARSYS Officers, if the changes were other than editorial in nature.

- d) Be sent by the Chair of the sponsoring Subcommittee to the MARSYS Technical Paper Coordinator (the MARSYS Vice-Chair) along with a properly completed PES Declaration of Intent Form.

The MARSYS Technical Paper Coordinator will then forward the paper and the form to the PES Special Activities Office at IEEE Headquarters. The MARSYS Vice-Chair provides final approval during this paper review process.

8.2 Working Group Report Approval

Working Group reports must be approved by at least three-fourths (3/4) of the Working Group members before being submitted to the sponsoring Subcommittee. The distribution or publication of Working Group reports shall follow the same protocol as Subcommittee reports, found in Sections 8.1.1 and 8.1.2 of this document.

8.3 Task Force or Working Group Survey Approval

A survey may be generated by a Working Group or Task Force to ascertain current industry practices. After the survey has been completed, it should be tested using the members of the sponsoring Subcommittee. This trial is used to assure the questions are easily interpreted. A letter ballot should be included with the questionnaire so that each Subcommittee member may vote for approval or rejection with comments.

Following approval by the sponsoring Subcommittee, the survey should be provided to the MARSYS Officers for approval. The MARSYS Secretary shall document the Officers' approval in writing. The survey can then be distributed to the appropriate industry representatives.

8.4 Special Publications Approval

Special Publications must be approved by at least three-fourths (3/4) of the Working Group members before being submitted to the sponsoring Subcommittee. It is recommended the Working Group attempt to satisfy or reconcile all negative ballots prior to moving the report forward. Ballots may be taken by voice or in writing. However, negative ballots should be documented and included in the Working Group minutes.

Special Publications must then be approved by at least three-fourths (3/4) of the members of the sponsoring Subcommittee. Ballots may be taken by voice or in writing. However, negative ballots should be documented and included in the Subcommittee minutes.

The Special Publication must be approved by each of the MARSYS Officers. The MARSYS Secretary shall document officer approval in writing.

The Special Publication is then sent to the MARSYS members for their information and comments of substance. Any comments must be forwarded to the Working Group Chair within two weeks after receipt of the report. After comments are resolved by the Working Group, the revised document must be approved again by the MARSYS Officers, if the changes were other than editorial in nature.

The Special Publication is then transmitted by the Secretary of the MARSYS to the Chair of the PES Technical Council and to the Chair of the PES Publications Department, with copy to the PES Special Services Office at IEEE Headquarters. The letter of transmittal must provide:

- a) The rationale and justification for publication.
- b) An indication of the need and potential for sale of the proposed Special Publication. (Note: except in exceptional circumstances, 600 copies will be considered an adequate supply.)

8.5 Summary Paper Approval

Summaries of Guides, Standards, and Special Publications may be presented at a regularly scheduled PES meeting or an appropriate regional conference or meeting as a "Summary Paper". This provides an opportunity for publicizing these documents as well as providing a forum for minority opinions and additional discussions. They must be:

- a) Approved by at least three-fourths (3/4) of the members of the sponsoring Subcommittee.
- b) Approved by each of the MARSYS Officers.
- c) Submitted to the IEEE PES Special Services in IEEE PES format as described in "Publication Guide for Power Engineers."

The normal approval process required for other PES papers will be waived since approval is tacit in the Subcommittee ballot. Only subsequent approval to PES headquarters by the MARSYS Vice-Chair/Technical Paper Coordinator is required.

The Summary Paper should give full credit to all of the Working Group members who participated in the development of the document being summarized. It should not be presented until the document has been published by IEEE or has a near term committed publishing date.