



Transmission and Distribution Committee

ORGANIZATION AND PROCEDURES MANUAL

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**IEEE POWER & ENERGY SOCIETY
TRANSMISSION AND DISTRIBUTION COMMITTEE
ORGANIZATION AND PROCEDURES MANUAL**

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REFERENCES

- A. IEEE-SA Standards Board Operations Manual
<http://standards.ieee.org/develop/policies/opman/>
- B. IEEE-SA Standards Board Style Manual
<https://development.standards.ieee.org/myproject/Public/mytools/draft/styleman.pdf>
- C. IEEE PES Committee Directory (Sign in Required)
<https://www.ieee-pes.org/pes-organization-chart-and-committee-directory>
- D. Technical Sessions Guide for the Presenter
<https://www.ieee-pes.org/technical-session-guide-for-the-presenter>
- E. Technical Sessions Guide for the Session Chair
<https://www.ieee-pes.org/technical-session-guide-for-the-session-chair>
- F. IEEE Power & Energy Society Publication Guide
<https://www.ieee-pes.org/meetings-and-conferences/calls-for-papers/pes-authors-kit>

1 Introduction

The Transmission and Distribution Committee (henceforth, the T&D Committee) of the IEEE Power & Energy Society (PES) is a technical committee of the IEEE PES. The T&D Committee functions within the scope of the Technical Council of the IEEE PES (Technical Council). The T&D Committee reports to the Technical Council on matters concerning membership, recognition, scope, and the coordination of PES-generated standards and technical publications. For standards relating to its scope, the T&D Committee works directly with the IEEE-SA Standards Board and the PES Standards Coordinating Committee. For publications relating to its scope, the T&D Committee works directly with the PES Vice President of Publication.

The T&D Committee, in support of PES and with the direction and coordination of the Technical Council, shall participate in the following activities:

- a. Promote the understanding of power and energy engineering
- b. Promote the contributions of the power industry
- c. Support power and energy engineering education
- d. Seek and promote electric and energy utility and supplier industry management support for Society activities
- e. Support and promote chapter activities.

These operating procedures outline the orderly transaction of business for the T&D Committee. Several documents take precedence in the following order:

- a. New York State Not-for-Profit Corporation Law
- b. IEEE Certificate of Incorporation
- c. IEEE Constitution
- d. IEEE Bylaws
- e. IEEE Policies
- f. IEEE Board of Directors Resolutions
- g. IEEE Standards Association Operations Manual
- h. IEEE-SA Board of Governors Resolutions
- i. IEEE-SA Standards Board Bylaws
- j. IEEE-SA Standards Board Operations Manual
- k. IEEE-SA Standards Board Resolutions
- l. IEEE Power & Energy Society Constitution and Bylaws
- m. PES Technical Council Organization & Procedures Manual
- n. PES Technical Committee Policy & Procedures Manual
- o. PES Technical Committee Organization & Procedures Manual
- p. Robert's Rules of Order (newly revised)

2 Purpose of the Organization and Procedures Manual

The purpose of the T&D Committee Organization and Procedures Manual (O&P Manual) is to provide information to officers and members of the T&D Committee and its subcommittees and working groups, to assist them in understanding and working effectively with the T&D Committee and its superior and subordinate organizations for all matters other than standards development, which is covered in the Policies & Procedures for Standards Development (P&P) document.

3 Scope and Officers of the Transmission and Distribution Committee

3.1 Scope of the Transmission and Distribution Committee

The scope of the T&D Committee is as defined in the IEEE PES T&D Committee P&P.

3.2 Officers of the Transmission and Distribution Committee

The officers of the T&D Committee are as defined in the IEEE PES T&D Committee P&P. The term, appointment, and removal of officers of the T&D Committee are as defined in the IEEE PES T&D Committee P&P.

The officers of the T&D Committee shall manage the day-to-day work and activities of the T&D Committee. Specific duties for each officer are described below.

3.2.1 Chair

The Chair shall have all duties defined in the IEEE PES T&D Committee P&P. Additional duties shall include the following:

- a. Have general supervision of the affairs of the T&D Committee according to all relevant policies and procedures,
- b. Preside at the meetings of the T&D Committee,
- c. Serve as a member of the Technical Council,
- d. Represent the T&D Committee at Technical Council meetings, make, deliver reports as required,
- e. Report to the T&D Committee all relevant decisions and deliberations of the Technical Council that impact the mission of the T&D Committee and its various activities, and
- f. Represent the T&D Committee on the Technical Council Organization and Procedures Standing Committee.

3.2.2 Vice Chair

The Vice-Chair shall have all duties defined in the IEEE PES T&D Committee P&P. Additional duties shall include the following:

- a. Assist in Chair duties and assume the Chair's responsibilities whenever the Chair becomes unable to perform the duties or chooses to recuse voluntarily from the issue being discussed.

3.2.3 Secretary

The Secretary shall have all duties defined in the IEEE PES T&D Committee P&P.

3.2.4 Past Chairs

The Immediate Past Chair shall have the duties outlined below:

- a. Serve as Vice Chair for Awards and Recognition.

The Previous Past Chair shall have the duties outlined below:

- a. Serve as Vice Chair for Standards and Standard Coordinator

Vice Chairs shall have all duties defined in the IEEE PES T&D Committee P&P.

3.3 Transmission and Distribution Committee Members

Refer to the IEEE PES T&D Committee P&P for requirements related to membership.

4 Liaisons

4.1 Transmission and Distribution Committee Liaison Representatives

The PES T&D Committee 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. This information exchange is accomplished through liaison representatives, appointed by the T&D Committee Chair with the agreement and approval of the other group with which the liaison is to be established and with the concurrence of the T&D Committee Administrative Subcommittee. The liaison representative will provide reports to the T&D Committee on activities of the other group, based on personal participation in these activities if possible. Depending on the preference of the other group, the liaison representative may also report to them on T&D Committee activities.

4.2 Liaison Term of Office

The term of office for liaisons is at the discretion of the T&D Committee Chair with the concurrence of the T&D Committee Administrative Subcommittee but should not exceed the term of the Chair. Liaisons may be reappointed for subsequent terms.

5 Procedures

5.1 Quorum

A quorum shall be as defined in the IEEE PES T&D Committee P&P.

5.2 Voting Requirements

Voting requirements shall be as defined in the IEEE PES T&D Committee P&P.

5.3 Amendments to the Organization and Procedures Manual

Any member of the T&D Committee may propose an amendment to the Organization and Procedures Manual by submitting it in writing to the Chair of the T&D Committee. The proposed amendment shall be reviewed by the Administrative Subcommittee and balloted in accordance with 5.2. If approved, it shall be submitted for final approval by the officers of the T&D Committee. Upon final approval, the Chair will incorporate the amendment into the Organization and Procedures Manual and will submit a redlined version of the revised manual to the Secretary of the PES Technical Council for distribution to all members of the PES Technical Council for comment and balloting in accordance with the IEEE PES Technical Council Organization and Procedures Manual.

5.4 Exceptions to Procedures

If the T&D Committee desires to make an exception to its organization or procedures in a manner that departs from this Procedures Manual, it may do so upon approval of the Technical Council.

The Chair of the T&D Committee shall prepare a written request stating the exception desired and the reason for the exception and send it to the Chair of the Technical Council Organization and Procedures Committee with a copy to the Chair of the Technical Council. The Committee will present its recommendation at the next regularly scheduled meeting of the Technical Council. The requested exception will be voted upon at the Technical Council meeting and the results noted in the minutes. If changes are made to the Technical Committee's operating procedures related to standards activities, after Technical Council approval, the changes shall be submitted by the Technical Committee to the IEEE-SA Standards Board's Audit Committee for its review and

acceptance.

Any change made to the Technical Committee's procedures, related to standards activities or not, shall be deemed to be approved by the IEEE-SA Standard Board's Audit Committee until the Technical Council shall be notified in writing by the Audit Committee of the non-approval of a change, and the reasons therefor.

5.5 Changes in Scope of Transmission and Distribution Committee

To affect a change in scope or add to or subtract from the present committee organization, the T&D Committee shall prepare a written recommendation to the Chair of the Technical Council Organization and Procedures Committee (the Technical Council Secretary) with a copy to the Chair of the Technical Council. Changes which are strictly editorial may be approved by the Organization and Procedures Committee.

5.6 Procedure for the Endorsement of Fellow Nominations

IEEE Fellow is a distinction reserved for select IEEE members whose extraordinary accomplishments in any of the IEEE fields of interest are deemed fitting of this prestigious grade elevation. The T&D Committee supports the nomination of individuals within their committee as defined in the T&D Committee's P&P.

The procedure for T&D Committee endorsement for Fellow nominations is outlined in the following directive from the PES Executive Board in the following link:

<http://www.ieee-pes.org/professional-development/fellow-nomination>

5.7 Standards Development

The standards development activities of the IEEE PES are performed by the Technical Committees of the IEEE PES. For the T&D Committee, these activities are governed by the P&P. The P&P shall conform to the Baseline Procedures approved by the Standards Board of the IEEE Standards Association at the time the P&P is submitted for approval. The latest procedures are available at the IEEE-SA website, <http://standards.ieee.org/about/sasb/audcom/bops.html>

In addition to the P&P, the T&D Committee shall have Working Group Policy and Procedures available on the T&D Committee web page.

6 Subgroups of the Transmission and Distribution Committee

6.1 Subcommittees

6.1.1 Responsible Subcommittees

The IEEE PES T&D Committee P&P defines the scope and duties of Responsible Subcommittees that oversee standards development activities. Subcommittees that do not participate in standards development activities are referred to in this O&P document as only "Subcommittees." For purposes of this document, all subcommittees will only be referred to as "Subcommittees." The name(s) and scope of the Subcommittee(s) of the T&D Committee shall be:

- a. Administrative Subcommittee: Refer to Section 6.1.5
- b. Capacitor Subcommittee: Treatment of all shunt and series capacitor matters related to economics, technical design, theoretical and experimental performance, installation, application, and service operation for use in power circuits of 60 Hertz and below for the purpose of affecting performance or operating characteristics of these circuits.
- c. HVDC and Flexible AC Transmission System (FACTS) Subcommittee: Treatment of technology related to direct current and flexible alternating current transmission systems. Applications of power electronic switching equipment and

ancillary components to AC and DC transmission systems. Coordination of these systems at the interface between transmission and generation and the over-all studies of their parameters and performance.

- d. Distribution Subcommittee: Treatment, consideration and coordination of the economic and technical factors that influence the analysis, design, construction, operation, planning, standardization of components and environmental compatibility of overhead and underground electric distribution systems.
- e. Engineering in the Safety, Maintenance, and Operation of Lines (ESMOL) Subcommittee: Treatment of all matters related to the engineering in maintenance of lines and associated devices. Research, development, testing, acceptance of various techniques, practices, and procedures (involving the physical effects and other considerations) as they relate to safety and maintenance of lines and associated devices. Development of work methods to provide safe work areas while taking into consideration grounding, bonding, induction effects, equipment characteristics and testing techniques. Also known as ESMOL.
- f. Overhead Lines Subcommittee: Treatment of all matters of economic and technical design, theoretical and experimental performance, installation, and service operation of transmission and distribution conductors and overhead ground wires, their supporting structures, associated splicing and hardware components, electrical effects, and counterpoise, and structure grounding.
- g. Power Quality Subcommittee: Treatment of all matters of definitions, monitoring, benchmarking, assessment, indices, and solutions to power quality phenomena in transmission and distribution systems. Treatment of harmonic distortion in transmission and distribution systems including limits, modeling, probabilistic aspects, interharmonics, and waveform distortion. Treatment of voltage quality issues including assessment of voltage fluctuation monitoring and limits and definition of voltage sag indices. Treatment of power quality solutions including custom power equipment applications and evaluation of power system compatibility with end-use equipment.
- h. Transmission Subcommittee: Treatment of all matters related to the reliability of the electric transmission network. Treatment of all matters related to the integration of the generating and energy storage facilities with the electric transmission network. Treatment of all matters related to the transmission power system switching and voltage optimization.

The scope of each Subcommittee described above is established by the T&D Committee and may be changed by submitting a written recommendation to the Chair of the T&D Committee. The written request will be evaluated and balloted by the Administrative Subcommittee according to the requirements in Section 5.2.

6.1.2 Subcommittee Membership

The procedures governing Responsible Subcommittee membership shall be as defined in the IEEE PES T&D Committee P&P.

The procedure for a non-Responsible Subcommittee is that a participant becomes a voting member by attending two (2) of the last four (4) meetings and by making a request to the subcommittee chair or designee, receiving notification of its approval. A participant becomes a non-voting member by attending one (1) meeting and making a request for membership to the Chair.

A voting member is required to attend two (2) of the last four (4) meetings. A non-voting member is obliged to attend one (1) of the last four (4) meetings to retain membership.

The Chair shall review the list of voting and non-voting members at least annually. Voting and non-voting members are expected to fulfill the requirements of active participation. When a voting or non-voting member does not meet the obligations for membership, the Chair shall consider the matter for appropriate action, which may include a change in membership status and the loss of voting rights.

6.1.3 Appointment of Subcommittee Chair

The procedures governing the appointment of Subcommittee Chairs shall be as defined in the IEEE PES T&D Committee P&P.

6.1.4 Duties of Subcommittee Chairs

The Subcommittee Chair shall have all duties defined in the IEEE PES T&D Committee P&P.

6.1.5 Transmission and Distribution Non-Responsible Subcommittees

- a. Administrative Subcommittee coordinates the activities of the T&D Committee and serve as a means of discussion and communication. Its voting membership consists of Officers as defined in Section 3.2 and the chairs of the Subcommittee as defined in Section 6.1.1.
- b. Power Quality Standards Coordinating Subcommittee 22 coordinates standards and activities related to power quality within and outside IEEE, for example, with other IEEE societies, ANSI, CIGRE, IEC, and CIRED; and maintaining its role as a Category A Liaison to IEC Subcommittee 77A.

6.2 Working Groups

6.2.1 Definition of a Working Group

Working Groups that perform standards development activities shall be governed by the IEEE PES T&D Committee P&P and Working Group P&P. If the T&D Committee or any of its Subcommittees find it necessary to organize one or more working groups for purposes other than standards development, the following definition shall apply:

Working Group – two or more individuals responsible for a defined outcome and for responding to views and objections thereon.

The Working Group name will normally include the subject area for which it was created.

There is no established limit to the number of members of a working group.

6.2.2 Qualifications and Eligibility of Working Group Members

The procedures governing working group membership and eligibility shall be as defined in the IEEE PES T&D Committee Working Group P&P.

6.2.3 Qualifications and Eligibility of Working Group Chairs

The procedures governing qualifications and eligibility of Working Group Chairs shall be as defined in the IEEE PES T&D Committee P&P.

6.2.4 Appointment of Working Group Chair

The procedures governing the appointment of Working Group Chairs shall be as defined in the IEEE PES T&D Committee P&P.

6.2.5 Meetings and Duties of the Chair of a Working Group

The modality (e.g., remote/in-person/hybrid) and official language of meetings and duties of Working Group Chairs shall be as defined in the IEEE PES T&D Committee P&P.

6.2.6 Standards Committee Representative (SCR) for Entity Projects

The procedures governing appointment of the Standards Committee Representative (SCR) shall be as defined in the IEEE PES T&D Committee P&P.

6.3 Task Forces

6.3.1 Definition of a Task Force

To carry out its assigned responsibilities, the T&D Committee or any of its Subcommittees or working groups (also referred to as the parent group of the Task Force) may find it necessary to organize one or more task forces. Within the T&D Committee, the following definition shall apply:

Task Force - two or more individuals appointed by the Chair of either the T&D Committee or the subcommittee or working group under which the task force is formed to investigate, evaluate, and recommend action on special matters brought before it.

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6.3.2 Task Force Scope

The “scope of activity,” or the assignment of particular responsibilities, for a Task Force is determined by the chair of the parent group forming the task force.

Additional details relating to the scope, term, number of members of a task force shall be as defined in the IEEE PES T&D Committee P&P.

6.3.3 Eligibility and Qualifications of Task Force Chairs and Members

The procedures governing qualifications and eligibility of Task Force Chairs and Members shall be as defined in the IEEE PES T&D Committee P&P.

6.3.4 Appointment of Task Force Chair and Members

The procedures governing the appointment of Task Force Chairs shall be as defined in the IEEE PES T&D Committee P&P.

6.3.5 Term of Office

The term of office of the chairs and members of Task Forces shall be as defined in the IEEE PES T&D Committee P&P.

6.3.6 Meetings and Duties of the Chair of a Task Force

The modality (e.g., remote/in-person/hybrid) and official language of meetings and duties of Task Force Chairs shall be as defined in the IEEE PES T&D Committee P&P.