

**IEEE POWER ENGINEERING SOCIETY**

**TECHNICAL COUNCIL**

**ORGANIZATION AND PROCEDURES MANUAL**

Revision: June 2004

**IEEE POWER ENGINEERING SOCIETY  
TECHNICAL COUNCIL  
ORGANIZATION AND PROCEDURES MANUAL**

Table of Contents

<b>1. Introduction</b>	<b>1</b>
<b>2. Purpose of the Organization and Procedures Manual</b>	<b>2</b>
<b>3. Technical Council Frame-Work</b>	<b>2</b>
<b>4. Body of the Technical Council</b>	<b>3</b>
<b>4.1 Scope of Activities</b>	<b>3</b>
<b>4.2 Responsibilities and Duties of Technical Council</b>	<b>4</b>
<b>4.3 Organization</b>	<b>4</b>
4.3.1 Technical Council Officers	4
4.3.2 Technical Council Members	7
4.3.3 Duties as Council Members	7
4.3.4 Technical Council Task Forces	7
<b>5. Liaisons</b>	<b>8</b>
<b>5.1 Technical Council Liaison Representatives</b>	<b>8</b>
<b>5.2 Liaison Term of Office</b>	<b>9</b>
<b>6. Procedures</b>	<b>9</b>
<b>6.1 Quorum</b>	<b>9</b>
<b>6.2 Voting Requirements for Motions</b>	<b>9</b>
<b>6.3 Amendments to the Organization and Procedures Manual</b>	<b>9</b>
<b>6.4 Exceptions to Procedures by Technical and Coordinating Committees</b>	<b>9</b>
<b>6.5 Changes in Scope of Technical and Coordinating Committees</b>	<b>10</b>
<b>6.6 Procedure for Forming a New Committee</b>	<b>10</b>
6.6.1 Scope Development and Presentation to TCOP	10
6.6.2 Technical Council Approval	11
6.6.3 Governing Board Presentation	11
6.6.4 Approval of New Committee Officers	11
<b>6.7 Procedure for Discharging a Committee</b>	<b>11</b>
6.7.1 Initial Request to TCOP Committee	11
6.7.2 Intent Notification to TC members	12
6.7.3 Technical Council Ballot	12
6.7.4 Governing Board Presentation	12
6.7.5 Actions of the Officers	12
<b>6.8 Procedure for the Endorsement of Fellow Award Nominations</b>	<b>13</b>
<b>6.9 Procedure for Developing and Balloting IEEE Standards</b>	<b>13</b>
6.9.1 Introduction	13
6.9.2 IEEE Standard Sponsor	14
6.9.3 Sponsor Membership	14
6.9.4 Subgroups of the Sponsor	14

6.9.5	Standards Balloting _____	15
6.9.6	Vote _____	16
6.9.7	Communications _____	17
6.9.8	Standards Interpretations _____	17
6.9.9	Appeals _____	18
6.9.10	Position Statements for Standards _____	18
6.9.11	Standards Publicity _____	19
<b>7.</b>	<b><i>Responsibility, Eligibility and Selection of Officers and Members of the Committees of the Technical Council</i></b> _____	<b>19</b>
<b>7.1</b>	<b>Technical Committee</b> _____	<b>19</b>
7.1.1	Organization and Procedures Manual _____	20
7.1.2	Qualifications and Eligibility of Technical Committee Members _____	20
7.1.3	Appointment of Technical Committee Officers _____	21
7.1.4	Technical Committee Officer Terms of Office _____	21
7.1.5	Technical Committee Officer Duties _____	21
<b>7.2</b>	<b>Technical Committee Subcommittees</b> _____	<b>23</b>
7.2.1	Qualifications and Eligibility of Subcommittee Members _____	23
7.2.2	Appointment of Technical Committee Subcommittee Chair _____	23
7.2.3	Duties of Technical Committee Subcommittee Chairs _____	24
<b>7.3</b>	<b>Technical Committee Administrative Subcommittee</b> _____	<b>24</b>
<b>7.4</b>	<b>Technical Committee Subcommittee Working Group</b> _____	<b>25</b>
7.4.1	Qualifications and Eligibility of Working Group Members _____	25
7.4.2	Qualifications and Eligibility of Working Group Chairs _____	25
7.4.3	Appointment of Technical Committee Subcommittee Working Group Chair _____	25
<b>7.5</b>	<b>Coordinating Committees</b> _____	<b>26</b>
7.5.1	Organization of Coordinating Committees _____	26
7.5.2	Intent and Purpose of Coordinating Committees _____	26
7.5.3	Activities of Coordinating Committees _____	26
<b>7.6</b>	<b>Standing Committees</b> _____	<b>26</b>
7.6.1	Organization of Standing Committees _____	26
7.6.2	Intent and Purpose of Standing Committees _____	26
7.6.3	Activities of Standing Committees _____	27
<b>7.7</b>	<b>Participation by Non-Members of IEEE</b> _____	<b>27</b>
<b>7.8</b>	<b>Honorary Membership</b> _____	<b>27</b>
<b>7.9</b>	<b>Corresponding Membership</b> _____	<b>27</b>
<b>8.</b>	<b><i>Technical Council Meetings and Publications Responsibilities</i></b> _____	<b>28</b>
<b>8.1</b>	<b>General Meetings</b> _____	<b>28</b>
8.1.1	Technical Program Committee for a General Meeting _____	28
8.1.2	Technical Committee Program Chairs (TCPCs) _____	29
8.1.3	General Meetings Scheduling _____	29
<b>8.2</b>	<b>Special Technical Conferences</b> _____	<b>29</b>

## REFERENCES

- A. IEEE-SA Standards Board Operations Manual
- B. IEEE-SA Standards Board Style Manual
- C. IEEE PES Committee Directory
- D. Technical Sessions Guide for the Author
- E. Technical Sessions Guide for the Session Chair
- F. IEEE Power Engineering Society Publication Guide

## **1. Introduction**

The Technical Council of the IEEE Power Engineering Society (PES) is presently composed of the Chairs of the PES Technical and Coordinating Committees, plus the Chairs of Standing Committees reporting to it. The organizational structure of the PES is shown in the current issue of the IEEE Power Engineering Society Organization and Committee Directory. The Power Engineering Society is Division VII of The Institute of Electrical and Electronics Engineers (IEEE). For operating functions it is responsible to the IEEE Technical Advisory Board and for technical activities to the IEEE Technical Activities Board. The Technical and Coordinating Committees function within the Scope of the Technical Council as outlined in Section 4.1 (Scope of Activities) of this manual.

The Technical and Coordinating Committees report to the Technical Council on matters concerning membership, recognition, scope and the coordination of Power Engineering Society generated standards and technical publications. For standards relating to their technical scope, the Technical Committees work directly with the IEEE-SA Standards Board and the Power Engineering Society Standards Coordinating Committee. For publications relating to their technical scope, the Technical and Coordinating Committees work directly with the PES Technical Information Services.

The Technical and Coordinating Committees, in support of the Power Engineering Society goals and with the direction and coordination of the Technical Council, shall assist in the following activities:

- a. Promote the understanding of power engineering
- b. Promote the contributions of power industry
- c. Support power engineering education
- d. Seek and promote 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 this committee. Several documents take precedence in the following order:

- a. New York State Corporation Not-for-Profit Law
- b. IEEE Certificate of Incorporation
- c. IEEE Constitution
- d. IEEE Bylaws (includes IEEE Standards Association Bylaws)
- e. IEEE Policy & Procedures Manual
- f. IEEE Board of Directors Resolutions
- g. 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. Policies/Procedures of the IEEE Power Engineering Society

## *Technical Council Organization and Procedures Manual – June 2004*

- l. Policies/Procedures of the Technical Council and its Committees
- m. Robert's Rules of Order (newly revised)

### **2. Purpose of the Organization and Procedures Manual**

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

### **3. Technical Council Frame-Work**

The PES Constitution and By-Laws define, refer to, or imply that the "Councils" (including Technical Council) either are the small group of officers and representatives from constituent committees or are the collective membership of all constituent committees. In the context of this Organization and Procedures Manual, "Council" is defined only as the smaller organization of officers and constituent committee representatives.

The Technical Committees, formed at different times and circumstances, have come to differ substantially in the details of organization and administrative practices. These differences, and others that may evolve in the future to better serve the various segments of the electric industry, are not intended to be discouraged by the formulation of this Manual. However, requirements for processing of standards, and for close cooperation and coordination between Technical Committees, Coordinating Committees and with other parts of the PES and IEEE Headquarters, do dictate that certain practices are mandatory, some are preferable for convenience or consistency, and others simply suggested as generally successful practices. This manual distinguishes between these practices by the use of corresponding terms "shall", "should", and "may". Statements of declarative fact shall also be taken as mandatory practice.

The organizational terms "Working Group", "Task Force", "Subcommittee", "Ad Hoc Committee", "Operating Committee", "Coordinating Committee", and "Standing Committee" have had varied usage within the Technical Council and its Committees in the past. In the context of the Technical Council itself, the term "Standing Committee" shall be used for those appointed committees of prolonged function, usually of substantial scope and indefinite duration. The terms "Working Group" and "Task Force" shall denote those appointed committees dealing with a specific narrow task which, when completed, will terminate the committee. The Operating Committees are now referred to as "Technical Committees." "Coordinating Committees" are special forms of Technical Committees formed to focus on issues of cross interest between all the Technical Committees. "Ad Hoc Committees" are formed to address specific issues only and, therefore, are considered temporary for the duration of the assignment.

Within the Technical Committees, "Subcommittee" may refer to a more or less permanent body organized to address a specific, but relatively broad area. "Task Force" or "Working Group" fall under the Technical Committee or its Subcommittees and may

refer to those groups appointed to address a given narrow, but related subject area. They may function intermittently or for a limited duration.

#### **4. Body of the Technical Council**

The Technical Council of the IEEE Power Engineering Society (PES) is composed of the chairs (or their designees) from the Technical Committees, Coordinating Committees, and the Standing Committees as shown in the current issue of the IEEE Power Engineering Society Organization and Committee Directory. Specifically, the membership consists of:

- a. A Chair appointed by the President of the Power Engineering Society. The PES President shall appoint a Vice President of Technical Activities in accordance with the PES bylaws. The Vice President of Technical Activities shall serve as the Chair of the Technical Council.
- b. A Vice-Chair appointed by the Power Engineering Society President. The PES President shall appoint a Vice President of Technical Activities Designate in accordance with the PES bylaws. The Vice President of Technical Activities Designate shall serve as the Vice Chair of the Technical Council.
- c. A Secretary appointed by the Technical Council Chair after approval by the Power Engineering Society President.
- d. The chairs of each of the Technical Committees, or their designees.
- e. The chairs of each of the Standing Committees, or their designees.
- f. The chairs of each of the Coordinating Committees, or their designees.

##### **4.1 Scope of Activities**

The scope of the Technical Council of the IEEE Power Engineering Society encompasses its technical responsibilities including the following:

- a. The research and development, planning, design, application, construction, installation, and operation of apparatus, equipment, structures, materials and systems for the safe, reliable, and economic generation, conversion, measurement, control, transmission, and distribution of electric energy.
- b. The development of engineering standards, guides, and recommended practices for this field of interest.
- c. The technical, scientific, literary, educational and other types of activities that contribute to this field, or utilize the techniques or products of this field.

The extent of Standing Committee, Coordinating Committee, Ad Hoc Committee or Technical Committee and Subcommittee responsibilities, or changes thereto, are defined in respective scopes that shall be approved by the Technical Council. Working Group or Task Force scopes shall be approved by the individual Committee or Subcommittee to whom they directly report.

## 4.2 Responsibilities and Duties of Technical Council

The Technical Council shall be responsible for establishing policies which will stimulate among Society members the acquisition of new knowledge and technical expertise and the interchange of ideas and experiences, and for methods for appraising the performance of the Council's committees. All Technical Council members shall have email access and be able to decode attachments to emails as might be sent them from the Council. In addition, each member of the Technical Council shall have access to the internet (www) and be able to download documents from designated web pages.

To carry out these responsibilities, the duties of the Technical Council shall be to:

- a. Promote and coordinate IEEE Power Engineering Society technical activities.
- b. Establish guidelines for the evaluation of technical papers within its scope.
- c. Be responsible for the technical program at General Meetings and with the Vice President, Meetings Activities, nominate a Technical Program Chair (TPC) for each General Meeting.
- d. With the Meetings Department, arrange special technical conferences either alone or jointly with other committees of IEEE or with other Technical Societies.
- e. Prepare suitable operating reports yearly for submission to the IEEE Power Engineering Society, as required.
- f. Cooperate with similar Committees of other Societies.
- g. Encourage non-member authors of technical papers to become members of the Power Engineering Society.
- h. With the Power Engineering Education Committee promote power engineering education through the use of tutorial sessions, publications, and other suitable programs.
- i. Provide and promote the recognition of significant achievement, by individuals or groups, in the technical areas under the Council's scope.
- j. Furnish planning support to the Power Engineering Society in the technical areas within the Council's scope.
- k. Discourage commercial activities (sales of equipment or service) immediately prior to, during, and through the completion of Technical Committee meetings. (This policy is not meant to curtail scheduling special events where all are invited, such as field trips, factory tours, displays and demonstrations, or tutorials with prior approval of the Technical Committee Administrative Subcommittee.)

## 4.3 Organization

The Technical Council is composed of the officers and member representatives of Technical Committees, Coordinating Committees, and Standing Committees.

### 4.3.1 Technical Council Officers

#### 4.3.1.1 Chair

##### 4.3.1.1.1 Qualifications and Nomination

## *Technical Council Organization and Procedures Manual – June 2004*

The PES President shall appoint a Vice President of Technical Activities in accordance with the PES bylaws. The Vice President of Technical Activities shall serve as the Chair of the Technical Council. (See Section 12.0 [Appointments] of the PES Bylaws, which are available from the IEEE Power Engineering Society website.

### 4.3.1.1.2 Term

The term of the Vice President of Technical Activities shall be set by PES bylaws. See 4.3.1.4.

### 4.3.1.1.3 Duties

The Chair shall:

- a. Have general supervision of the affairs of the Technical Council so that its responsibilities are met in a timely and constructive fashion.
- b. Preside at the meetings of the Technical Council and shall be an ex officio member of all PES Technical Committees and Technical Council committees.
- c. As a member of the PES Executive Committee, represent the Technical Council at PES Executive Committee meetings, make such reports (including annual report to the PES Governing Board) as required, and report to the Technical Council all relevant decisions and deliberations of the PES Executive Committee that impact the mission of the Technical Council and its various activities.
- d. Preside over Technical Council meetings and approve the Technical Council Secretary's report of the meetings prior to distributing to all Council members.
- e. Appoint the Secretary of the Technical Council, with approval by the Power Engineering Society President.
- f. On or before the start of each calendar year, approve the slate of officers (Chair, Vice Chair and Secretary) of each Technical Committee and Coordinating Committee. In case the slate is not approved, the slate shall be submitted to the Technical Council by the Chair of the Technical Council for approval or disapproval by a majority vote by letter or electronic ballot no later than 10 days after receipt of the proposed slate.
- g. Appoint Standing Committee Chair with approval by the PES President.
- h. Approve Standing Committee Vice Chairs, Secretaries, and members to be appointed by the Standing Committee Chair.

### 4.3.1.2 Vice Chair

#### 4.3.1.2.1 Qualifications and Appointment

The PES President shall appoint a Vice President of Technical Activities Designate in accordance with the PES bylaws. The Vice President of Technical Activities Designate shall serve as the Vice Chair of the Technical Council. (See Section 12.0 of the PES Bylaws.)

#### 4.3.1.2.2 Term

The Vice Chair shall be appointed for a term as set by the PES bylaws. See 4.3.1.4.

## *Technical Council Organization and Procedures Manual – June 2004*

### 4.3.1.2.3 Duties

The Vice Chair shall:

- 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 Chair of the Technical Sessions Committee. The Technical Sessions Committee is charged with maintaining a high quality technical program at all General meetings. In addition to the Technical Sessions Committee Chair, the committee membership is comprised of the Technical Committee Program Chairs (TCPCs) designated by the individual committees for General Meetings for the current year and the immediately following year. The Technical Sessions Committee proposes policy for approval by the Technical Council regarding facilities, presentation formats and logistics.
- c. Be an ex officio member of the Organization and Procedures Committee.
- d. Be responsible for orienting Technical Sessions Committee officers.
- e. Serve as representative of the Technical Council to the Power and Energy Magazine Editorial Board.

### 4.3.1.3 Secretary

#### 4.3.1.3.1 Qualifications and Appointment

The Secretary shall be appointed by the Technical Council Chair with approval by the Power Engineering Society President

#### 4.3.1.3.2 Term

The Secretary serves for a one-year term, with possible reappointment, for a maximum term in office of five years.

#### 4.3.1.3.3 Duties

The Secretary shall:

- a. Record the minutes of all Technical Council meetings and, after approval by the Chair, distribute them to all Council members.
- b. With the Chair of the Technical Council, prepare meeting agendas in advance of all Council meetings and send them to all members.
- c. Prepare, conduct and report the results of all balloting carried out by the Technical Council.
- d. Assume the duties of the Vice Chair of the Technical Council when the latter is temporarily unable to do so.

### 4.3.1.4 Progression of Officers

The normal length of service for each Technical Council 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.

## *Technical Council Organization and Procedures Manual – June 2004*

### 4.3.2 Technical Council Members

The Chairs of each Technical, Coordinating, and Standing Committee will represent that Committee on the Technical Council. They shall be members of the IEEE and the PES.

### 4.3.3 Duties as Council Members

- a. Attend Council Meetings or delegate a representative when unable to do so. Appointed delegates must meet the qualifications of the delegated position.
- b. Render reports to the Council as directed by its Chair.
- c. Make timely response to any Council ballots.
- d. Report relevant Council deliberations and decisions to their Operating committee.

### 4.3.4 Technical Council Task Forces

#### 4.3.4.1 Definition

To carry out its assigned responsibilities, the Technical Council may find it necessary to organize one or more Task Forces comprised of members (and when necessary, non-members) of the Power Engineering Society. Within the Technical Council, the following definition shall apply:

Technical Council Task Force - one or more individuals appointed by the Chair of the Technical Council to investigate, evaluate and recommend action to the Council on special matters brought before it.

The task force name will normally include the subject area for which it was created or assigned.

#### 4.3.4.2 Task Force Scope

The “scope of activity,” or the assignment of particular responsibilities, for a Technical Council Task Force is determined by the Technical Council Chair.

The scope of activity, or responsibilities, of a task force may be amended, or other wise altered at any time deemed advisable by the Technical Council Chair. Usually, amendments are made for the purpose of enhancing the accomplishment of the original assignment, or for the introduction of additional related subjects for consideration by the Task Force.

#### 4.3.4.3 Appointment of Task Force Chair and Members

The Chair of a Technical Council Task Force is appointed by the Technical Council Chair. Members of a Technical Council Task Force may be appointed by the Technical Council Chair or the Task Force Chair with the approval of the Technical Council Chair.

#### 4.3.4.4 Eligibility and Qualifications

Although not mandatory, it is desirable that the chair and members of a Technical Council Task Force be existing or former members of the Council and have a basic familiarity with Technical Council goals and methods of operation. Other persons having

## ***Technical Council Organization and Procedures Manual – June 2004***

expertise in specific areas within the scope of a Task Force may be appointed to its membership when this can enhance or improve the functioning of the Task Force.

### **4.3.4.5 Term of Office and Meetings**

The Chair and the members of Technical Council Task Forces serve at the discretion of the Technical Council Chair or until the original work for which the Task Force was established has been completed and their recommendations have been considered by the Technical Council. While there is no established limit to the number of members of a Task Force, 3 to 10 members may be considered an ideal size for efficient Task Force operation.

Depending on the nature of its scope and membership representation, much of the work of a Technical Council Task Force may be accomplished by correspondence. However, meetings may be called by the Task Force Chair on an as needed basis. The Task Force Chair will normally attend meetings of the Technical Council and report on the status or progress of work assigned to the Task Force.

### **4.3.4.6 Duties of the Chair of a Technical Council Task Force**

The Chair of a Technical Council Task Force shall:

- a. Be a member in good standing of the Power Engineering Society.
- b. See that the Task Force carries out its assigned tasks in an efficient and timely manner.
- c. Preside at meetings of the Task Force, if applicable.
- d. Attend meetings of the Technical Council and bring to the attention of the Council the results of Task Force activities and deliberations, and make recommendations to the Council for action.
- e. Assist the Chair of the Technical Council in all activities relevant to the mission of the Task Force.

## **5. Liaisons**

### **5.1 Technical Council Liaison Representatives**

The PES Technical Council 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 Technical Council Chair with the agreement and approval of the other group with which the liaison is to be established. The liaison representative will provide reports to the Technical Council 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 PES Technical Council activities.

## *Technical Council Organization and Procedures Manual – June 2004*

### 5.2 Liaison Term of Office

The term of office for liaisons is at the discretion of the Technical Council Chair.

## **6. Procedures**

### 6.1 Quorum

Fifty percent (50%) of the voting membership of the Technical Council 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 Technical Council member during a meeting of the Technical Council. A second to the motion by another Technical Council member is required prior to the call for the vote. Following the discussion of the motion (if any), the Technical Council Chair then calls for the vote on the proposal by the Technical Council 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 Technical Council 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.

### 6.3 Amendments to the Organization and Procedures Manual

Any member of the Technical Council may propose an amendment to the Organization and Procedures Manual by submitting it in writing to the Chair of the Organization and Procedures Committee. The proposed amendment is then reviewed by this committee, and if approved, is submitted to the Technical Council Chair for review. If the Technical Council Chair agrees with the recommended amendment, the Secretary of the Technical Council will ballot the proposed amendment to the body of the Technical Council. A simple majority affirmative ballot is required for approval of the amendment. Then, the Organization and Procedures Committee will incorporate the amendment into the Organization and Procedures Manual and will issue the revised manual to all Technical Council members.

### 6.4 Exceptions to Procedures by Technical and Coordinating Committees

The organization of the Technical and Coordinating Committees and their Subcommittees, membership procedures, pattern and style of meetings, and other activities, may vary from committee to committee. This may be due to historical patterns or best perceived means to fill the needs of the segment of the industry of interest. Technical and Coordinating Committees desiring to change their organization or

procedures in a manner that departs from this Procedures Manual, may do so upon approval of the Technical Council.

The Chair of the Technical or Coordinating 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 a change is to be made to clause 6.9, the change also shall be submitted by the Technical Council to the IEEE-SA Standards Board's Audit Committee for its review and acceptance.

#### 6.5 Changes in Scope of Technical and Coordinating Committees

Technical Committees desiring to effect a change in Committee or Subcommittee scopes or add to or subtract from their present committee organization must prepare a written recommendation to the Chair of the Technical Council Organization and Procedures Committee with a copy to the Chair of the Technical Council. Changes which are strictly editorial may be approved by the Organization and Procedures Committee.

The Organization and Procedures Committee will attempt to resolve any conflicts and then present its findings to the Chair of the Technical Council. The Chair of the Organization and Procedures Committee will review the recommendations with the Chair of the Technical Committee which proposed the change and the chairs of any other committees which are affected in a further attempt to resolve any conflicts.

The Chair of the Technical Council 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 meeting of the Technical Council.

Power Engineering Society Executive Office will be notified of the revision by the Secretary. The official scopes of the Power Engineering Society Technical and Coordinating Committees and their Subcommittees are kept by the Chair of the Organization and Procedures Committee.

#### 6.6 Procedure for Forming a New Committee

New committees are formed when one of the existing committees splits due to increased work load, or because none of the existing committees sufficiently covers the technical area that the new committee is to address. Those seeking to form a new committee must go through several steps to be recognized by the Power Engineering Society.

##### 6.6.1 Scope Development and Presentation to TCOP

The first step in forming a new committee requires the writing of a scope for the new committee giving the overall technical area that it proposes to cover. The scope, together with a list of subcommittees and their scopes are submitted to the PES Technical Council

## *Technical Council Organization and Procedures Manual – June 2004*

Organization and Procedures Committee (TCOP). This committee will review the scope and determine if it is accurate and does not overlap the technical area of interest of other committees. The Organization and Procedures committee then votes on the formation of the new committee and, if approved, brings this motion to the Technical Council.

### 6.6.2 Technical Council Approval

The Technical Council is then balloted on the concept of the new committee. If the scope of the new committee has been reviewed and approved by the Organization and Procedures Committee, then it is balloted at this time as well. If not, a follow-up ballot for the scope can be conducted. The ballot is conducted by the Technical Council Secretary; a simple majority is required for passage.

### 6.6.3 Governing Board Presentation

After Technical Council approval, the Chair of the Technical Council will present the title of the new committee to the Governing Board for approval and will present the scopes for information.

### 6.6.4 Approval of New Committee Officers

Following title approval by the Governing Board, a slate of recommended officers for the new committee shall be forwarded to the Technical Council Chair as soon as possible for approval. Also, an Organization and Procedures Manual for the committee shall be drafted as soon as possible and submitted to the Technical Council Organization and Procedures Committee for review and approval.

## 6.7 Procedure for Discharging a Committee

Committees may be considered for termination when the technical area that the committee addresses becomes so large that its work must be divided among several committees, when a committee's scope is seen as overlapping that of another, when a committee's work attracts insufficient interest to maintain viability, or when a committee is seen as "inactive." The committee is formally discharged by the Technical Council, although the action cannot normally be taken without the involvement of the officers of the committee.

### 6.7.1 Initial Request to TCOP Committee

Following a vote to terminate the committee (see 6.9.6.3), the Chair of the committee shall submit a request to discharge to the PES Technical Council Organization and Procedures Committee (TCOP), with a copy to the Chair of the Technical Council. If the request comes from outside the committee, it must have the support of at least two members of IEEE PES in good standing.

There is no particular format that the request must take, but it should at least identify the interest of the requester and the reason for the request. For example, if the requester is not the committee chair, the request should say why the requester is concerned with the matter (he or she might chair another committee with overlapping scope).

TCOP will review the request and determine if it is reasonable and justifiable. Factors that TCOP shall consider in their evaluation include

- a. whether the Committee has been productive (of Standards, papers, or other such product)
- b. whether the Committee has been responsive (and if not, whether a new instruction to be responsive or a change of officers would better accomplish TCOP objectives)
- c. whether the committee itself wishes to be discharged
- d. whether there is any ongoing work (such as a PAR) that will need to be reassigned.

If, after evaluation, TCOP approves the request it will bring this as a motion to the Technical Council. If TCOP does not approve, the requester is so informed.

#### 6.7.2 Intent Notification to TC members

Assuming TCOP approval, the Technical Council shall notify its members of the motion to terminate the committee activities. The notification must include a statement of the committee's scope, together with a list of subcommittees and their scopes, the reasons for the discharge, and the TCOP evaluation of the factors listed above.

#### 6.7.3 Technical Council Ballot

After adequate time is allowed for consideration of the matter, the Technical Council is then balloted on the question of discharging the committee. The ballot is conducted by the Technical Council Secretary; and a two-thirds majority of those voting and a majority of the entire Council is required for passage.

#### 6.7.4 Governing Board Presentation

After the Technical Council vote, the Chair of the Technical Council will present the result of the ballot to the Governing Board. If the TC votes to retain the committee, this notification is for information purposes only. If the TC votes to discharge the committee, the Governing Board is asked for approval.

#### 6.7.5 Actions of the Officers

After Governing Board approval, the Chair of the Technical Council will inform the Chair of the committee of the decision. The committee Chair in turn will inform the officers and members of the committee.

It shall be the responsibility of the officers to return to the Secretary all documents and files pertaining to the committee's work, and that of its subcommittees and working groups. Included in this collection of information shall be

- a. PAR paperwork that is still active (if any)
- b. committee membership list
- c. a report on the status of any papers being reviewed
- d. any correspondence, especially any that is active

## *Technical Council Organization and Procedures Manual – June 2004*

The last act of the Secretary as an officer of the committee shall be to deliver all the committee material to the Secretary of the Technical Council, with recommendations for its ultimate disposition.

### 6.8 Procedure for the Endorsement of Fellow Award Nominations

The procedure for recommendations for Fellow Awards is outlined in the following directive from the PES Executive Board:

Any request for endorsement (Form B-27) by the Society should be sent to the Chair of the PES Fellows Committee, who will then refer it to the appropriate Technical Committee(s) for evaluation and recommendation. If that Committee(s) decides to recommend endorsement, the Chair of the Technical or Coordinating Committee(s), or the Chair of that Committee's Fellows Committee, should submit to the Chair of the PES Fellows Committee a brief summary of the professional accomplishments of the candidate which are judged to be of such distinction as to warrant the member's elevation to the grade of Fellow. (Form B-3 should be used as a guide in preparing the brief summary.)

The request for endorsement (Form B-27) and the Technical or Coordinating Committee(s)' comments on the candidate will also be forwarded to the members of the PES Fellows Committee for review and recommendations. The PES Fellows Committee will then rate the candidate as Extraordinarily Qualified, Highly Qualified, Qualified, Qualified with Minor Reservations, or Not Yet Qualified to be elevated to the grade of Fellow. The PES Fellows Committee evaluation will be submitted in writing (Forms B-3 and B-93) to the IEEE Fellows Committee as the recommendation or endorsement of the Power Engineering Society.

In the event a candidate's field of specialty falls outside the scope of all Technical or Coordinating Committees, the PES Fellows Committee will evaluate the request for endorsement. The PES Fellows Committee may also request the President of the Power Engineering Society and the Chair of the Technical Council to assist in the evaluation. It should also be emphasized that failure to obtain a high rating from the PES Fellows Committee for a candidate does not prevent the sponsor from submitting the nomination to the IEEE Fellow Committee for consideration.

### 6.9 Procedure for Developing and Balloting IEEE Standards

#### 6.9.1 Introduction

The following procedures outline the orderly transaction of business of the Technical Council and its Committees for the development of 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, and
- 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-SA Standards Board Operations Manual and the Standards Board Bylaws and shall be used by all standards preparing bodies within the PES.

#### 6.9.2 IEEE Standard Sponsor

All standards development performed under the auspices of the Technical Council shall have as a Sponsor either a Technical Committee or a Coordinating Committee organized as set forth in Clause 7 of this Organization and Procedures Manual.

##### 6.9.2.1 Responsibilities of the Sponsor

The Sponsor shall be responsible for the following:

- a. Developing proposed IEEE standards within their scope
- b. Maintaining the standards developed by the Sponsor in accordance with the *IEEE-SA Standards Board Operations Manual*
- c. Responding to requests for interpretations of the standards developed by the Sponsor
- d. Acting on other matters requiring Sponsor effort as provided in these procedures
- e. Cooperating with other appropriate standards development organizations
- f. Protecting against actions taken in the name of the Sponsor without committee authorization

##### 6.9.2.2 Interest Categories

All appropriate interests that might be directly and materially affected by the standards activity of the Sponsor shall have the opportunity for fair and equitable participation without dominance by a single interest. Participants shall propose their own interest categories as appropriate. The interest categories shall be established or revised by a vote of the Sponsor. No classification may consist of 50% or more of the balloting group membership. Care shall be taken to assure all interest categories are represented to the extent possible.

#### 6.9.3 Sponsor Membership

Voting Membership in the Sponsor shall be in accordance with the procedures outlined in 7.1.3. IEEE Standards meetings are open to anyone who wishes to attend regardless of their membership status.

#### 6.9.4 Subgroups of the Sponsor

When one or more subgroups (subcommittees, working groups, technical subcommittees, writing groups, etc.) are formed to perform the standards development work of the

Sponsor, their formation (and later disbandment) requires approval by a majority vote of the Sponsor. See 6.9.6.2. The Chair of such subgroup shall be appointed by the Chair of the Sponsor. The scope and duties delegated to such subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval. The scope, duties, and membership of all standards development subgroups shall be reviewed by the Sponsor annually.

The charge to any subgroup engaged in standards development shall clearly state which of the following is appropriate:

- a. The subgroup is responsible for the definitive content of one or more standards projects and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for voting on the standard(s).
- b. The subgroup is responsible for assisting the Sponsor (for example, drafting all or a portion of a document, drafting responses to comments, drafting positions on standards, or other purely advisory functions).

## 6.9.5 Standards Balloting

### 6.9.5.1 PES Balloting Pool

Periodically, an invitation to become a part of the PES Balloting Pool will be published in the Standards Bearer, which has a circulation to IEEE members from all technical societies. Additionally, PES Balloting Pool forms can be made available at PES meetings. The purpose of this invitation is to identify those members who have a general interest in standards documents being balloted by the Technical Committees within PES. Responsibility for the maintenance of the balloting pool resides with the Standards Coordinator, along with support from the IEEE Ballot Center.

### 6.9.5.2 Formation of Ballot Groups

In advance of sponsor balloting, the committee's Standards Coordinator (or the designated representative) will send a Sponsor Ballot Invitation Request form to the IEEE Ballot Center. The Ballot Center will issue invitations to join the Ballot Group to the identified Ballot Pool(s).

The sponsor's balloting 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 the sponsoring Technical Committee and the sponsoring Subcommittee who are IEEE-SA members wishing to ballot the document.

## *Technical Council Organization and Procedures Manual – June 2004*

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 Committee or its Standards Coordinator) retains the responsibility for the balance. Any actions necessary to establish or restore balance must be done prior to the ballot. The sponsoring technical committee 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.

### 6.9.5.3 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 Standards Coordinator of the sponsoring Technical Committee. The IEEE Balloting Center will be informed of changes to the Balloting Pool.

### 6.9.5.4 Balloting Procedures

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

### 6.9.6 Vote

#### 6.9.6.1 Voting By Ballot

The Sponsor shall be allowed to conduct Sponsor business between meetings at the discretion of the Chair by use of a letter or electronic ballot.

#### 6.9.6.2 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 subgroup, including its procedures, scope, and duties
- d. Disbandment of subgroups

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

6.9.6.3 Actions Requiring Approval by Two-Thirds of Those Voting

The following actions require a letter ballot or an equivalent<sup>1</sup> formal recorded vote with approval by at least two-thirds of all of those voting members, excluding abstentions:

- a. Adoption of Committee procedures, interest categories, or revisions thereof
- b. Position Statements for Standards
- c. Approval of change of Committee scope
- d. Approval of termination of the Committee

6.9.6.4 Actions Requiring Approval by Seventy-five Percent of Those Voting

Approval of a new or revised standard project or a reaffirmation of an existing standard shall require a 75% return of ballot and approval by 75% of those voting affirmative or negative. All negatives must be recorded and an attempt made to resolve them.

6.9.7 Communications

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

6.9.7.1 Formal Internal Communication

If correspondence between subcommittees or between 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 the Sponsor officers.

6.9.7.2 External Communication

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

6.9.8 Standards Interpretations

From time to time official requests for interpretation of a particular standard are received by the Sponsor designee via the IEEE Standards Department. Such requests shall be handled in accordance with subclause 5.9 of the IEEE-SA Standards Board Operations Manual. The response is forwarded to the appropriate subgroup chair, who is responsible for the development of a response. This proposed response is then sent to the Administrative Subcommittee, or other designated interpretations subgroup for comment. If no negative comments are received within fifteen days, the Sponsor Chair will forward the interpretation to the originator of the request for interpretation with a copy sent to the Secretary of the IEEE-SA Standards Board. If there are negative comments, then it is the responsibility of the subgroup chair to resolve the issues. The resolution should be discussed with the Sponsor Chair before releasing the interpretation. If a resolution cannot be achieved, then the Sponsor Chair will make the final decision as to how the response is to be handled.

---

<sup>1</sup> “Equivalent” refers to some identifiable method of tallying the votes and addressing the comments.

#### 6.9.9 Appeals

The Sponsor recognizes the right of appeal. Appeals are referred back to the Sponsor (i.e., the appropriate Technical Committee). Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Committee is performed in an identifiable manner.

This procedure to hear appeals to actions or inactions that occur before a draft standard is balloted supplements the procedure in Section 5.8, IEEE-SA Standards Board Operations Manual. Every attempt should be made to resolve concerns informally before this procedure is formally invoked.

Appeals may have either technical or a procedural basis. All appeals will be referred to the Technical Committee responsible for the standard. An appeal committee, chaired by the Technical Committee representative to the PES Standards Coordinating Committee (i.e., the Technical Committee Standards Coordinator) will consider appeals.

An appeal must be filed with the Chair of the appeal committee in writing within 30 days of the event (action or inaction). The written appeal shall contain information about the issues being appealed, informal attempts made to resolve them, and suggestions to resolve the issue.

The Chair of the appeal committee shall appoint an ad hoc Appeal Panel (AP) consisting of a chair and two other members. None of the appointees shall be a direct participant in development of the concerned standard. Technical appeals shall be forwarded to the appropriate subcommittee for comment. Such comments shall be expeditiously submitted to the AP.

The AP shall review the complaint and other information as necessary, and decide if a hearing is required. If the AP dismisses the complaint, the appellant shall be so informed in writing with reasons for the decision. The AP may try to resolve the issue with informal discussions with the concerned parties. If necessary, the appeal shall be heard by the AP during a time convenient to all parties before the next regular meeting of the Technical Committee (with at least two weeks' notice to all concerned parties) in person, or by telephone conference, or by correspondence. Failure of the appellant to participate in the hearing shall constitute a withdrawal of the appeal.

A written decision shall be rendered by the AP within 30 days of hearing the appeal and communicated to the parties concerned, Chair of the appeal committee, and Chair of the Technical Committee..

#### 6.9.10 Position Statements for Standards

All communications shall comply with subclause 5.1.4 of the *IEEE-SA Standards Board Operations Manual*. These procedures apply to communications with government and intergovernment bodies.

#### 6.9.10.1 Committee Position Statements

Committee position statements shall not be released without prior approval by the Committee, which requires two-thirds vote per Section 6.9.6.3 of these procedures.

#### 6.9.10.2 Subgroup Position Statements

Subgroup position statements shall not be released without prior approval by a three-fourths vote of the subgroup. Such position statements may proceed unless blocked by a Committee 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].

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

#### 6.9.10.3 Informal Communications

Informal communications shall not imply that they are a formal position of the Committee, subcommittee, nor the working group.

#### 6.9.10.4 Position Statements to be Issued by Other Entities

If the Committee wishes to go to another IEEE entity (as defined in Section 15 of the *IEEE Policies*) to have that entity offer a position statement on a standards matter, they shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA BOG. Therefore, proposed position statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

#### 6.9.11 Standards Publicity

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

### **7. Responsibility, Eligibility and Selection of Officers and Members of the Committees of the Technical Council**

#### 7.1 Technical Committee

The Technical Committees of the Technical Council shall be:

- a. Electric Machinery
- b. Energy Development & Power Generation
- c. Insulated Conductors
- d. Nuclear Power Engineering

## *Technical Council Organization and Procedures Manual – June 2004*

- e. Power System Analysis, Computing, and Economics
- f. Power System Communications
- g. Power System Dynamic Performance
- h. Power System Instrumentation and Measurements
- i. Power System Operations
- j. Power System Planning and Implementation
- k. Power System Relaying
- l. Stationary Battery
- m. Switchgear
- n. Substations
- o. Surge Protective Devices
- p. Transformers
- q. Transmission & Distribution

### 7.1.1 Organization and Procedures Manual

Each individual Technical Committee shall have an Organization and Procedures Manual formatted after this document. The Organization and Procedures Manual shall be submitted to the Technical Council Organization and Procedures Committee for review. The Technical Council Organization and Procedures Committee will make its recommendation to the Technical Council, which will vote on approval of the document.

### 7.1.2 Qualifications and Eligibility of Technical Committee Members

Technical Committee members shall be members in good standing of the IEEE Power Engineering Society and meet the requirements of the Technical Committee.

The members of each IEEE Technical Committee are appointed by the Chair of that Committee. Selection and continuation of Technical Committee memberships shall be determined by meeting all of the following qualifications:

- a. Technical competence in the particular branch of engineering as specified in the scope of the Technical Committee.
- b. Interest in that branch of engineering as expressed by working on standards, publishing papers, taking part in discussions of technical papers, and presentations thereof.
- c. Willingness to devote time and effort to contribute to the advance of the art by attending meetings, reviewing assigned papers for approval of presentation and publication, and suggesting, when possible, improvements in Committee operations.
- d. Continued participation in Technical Committee functions such as serving as an officer, liaison member, liaison delegate, Subcommittee member or Working Group member.
- e. Contributing regularly as a member of a Subcommittee during an apprenticeship determined by the Technical Committee. A minimum apprenticeship of one year is required.
- f. Returning all ballots on Technical Committee issues regularly and on time.

## *Technical Council Organization and Procedures Manual – June 2004*

- g. Regular attendance at meetings. When a member is absent for three consecutive scheduled regular meetings and fails to participate by correspondence, the member will be removed from committee membership, subject to a review of the particular circumstances by the Administrative Subcommittee of the Technical Committee.

Committee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications listed above. A member may discontinue his Committee membership by sending a letter of resignation to the Committee Chair, with a copy to the Committee Secretary. The Chair may elect to discontinue the membership of a continually inactive or non participating member by sending written notification to the affected member, stating the specific reasons for termination, and copying the Committee Secretary. At the Chair's discretion, a warning of impending discontinuation of membership may be issued to the affected member. A written appeal for membership reinstatement may be submitted to the Chair of the Technical Committee specifically stating why the individual should be reinstated.

### 7.1.3 Appointment of Technical Committee Officers

The Chair, Vice-Chair and Secretary of each Technical Committee are recommended by the incumbent Chair of that Committee with the concurrence of the immediate Past Chair and are approved by the Chair of the Technical Council. (See Paragraph 12.0 of the PES Bylaws.)

### 7.1.4 Technical Committee Officer Terms of Office

The Technical Committee Chair's term of office is one year with reappointment for a maximum of two years, except under extraordinary conditions identified by the Chair of the Technical Council to be in the best interests of the Technical Committee.

The Technical Committee Vice-Chair's term of office is one year with reappointment for a maximum of two years. The Technical Committee Secretary's term of office is one year with reappointment for maximum of two years.

In many committees, there is an automatic progression from Secretary to Vice-Chair to Chair in a six year time span, unless the current Chair has reason (or extraordinary circumstances demand) to deviate from this sequence.

### 7.1.5 Technical Committee Officer Duties

#### 7.1.5.1 Technical Committee Chair

The Technical Committee Chair shall:

- a. Have general supervision of the affairs of the Technical Committee. The Chair shall preside at the meetings of the Technical Committee and shall be an ex officio member of all of the Committee's subcommittees.
- b. Monitor the necessity of changing the scope of the Committee and obtain Technical Council approval for such changes as outlined in Section 6.5 of this procedure.

## *Technical Council Organization and Procedures Manual – June 2004*

- c. Monitor the desirability of forming new Subcommittees and disbanding them as necessary.
- d. Be a member of the Technical Council and submit a written report of Committee activities at each Technical Council meeting for inclusion in the minutes.
- e. Follow progress of work in Subcommittees and expedite this work as necessary to meet the goals of the IEEE Power Engineering Society.
- f. Encourage members of the Committee to schedule and participate in technical sessions at General and Regional meetings. The Chair should seek suitable subjects for Special Technical Conferences to promote advances in technology within the Committee's scope.
- g. Within the scope of the committee, initiate the development of standards documents in accordance with the IEEE-SA Standards Board Operations Manual.
- h. Promote power engineering education within the scope of the Technical Committee. With the aid of the Power Engineering Education Committee, plan tutorial sessions, publications, 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 Engineering Education Committee) information from colleges and universities that would aid in problem solution. Maintain an effective liaison with the Power Engineering Education Committee.
- i. Furnish planning support to the Technical Council in the assigned technical areas.
- j. Obtain approval from the Technical Council on joint projects with organizations outside of the PES.
- k. Ensure that the Technical Committee has a valid and current Organization and Procedures Manual that has been reviewed by the Technical Council Organization and Procedures Committee and approved by the Technical Council.

The Chair will be responsible for the following activities, but may reassign them to other Technical Committee members.

- a. Serve as Chair of the Administrative or Executive Subcommittee of the Technical Committee.
- b. Review IEEE position papers as assigned by the Chair of the Technical Council.
- c. Promote individual and committee recognition of significant achievements in the Committee.
- d. Provide training for new Working Group Chairs and orientation for new members.

### 7.1.5.2 Technical Committee Vice-Chair

The Vice-Chair will, in general, be responsible for the following activities and any additional duties assigned by the Chair of the Technical Committee:

- a. Assist the Chair in all duties and assume the Chair's responsibilities in the event the Chair is unable to perform the assigned duties.

## *Technical Council Organization and Procedures Manual – June 2004*

- b. Represent the Technical Committee on the Technical Sessions Committee. This duty and related responsibilities are normally delegated to the Technical Committee Program Chair. See 8.1.2.2.

### 7.1.5.3 Technical Committee Secretary

The Secretary will, in general, be responsible for the following activities and any additional duties assigned by the Chair of the Technical Committee:

- a. Record the minutes of the Technical Committee meetings and distribute them to the Technical Committee members.
- b. Prepare Technical Committee meeting agendas and send them to all Technical Committee members in advance of meetings.
- c. Plan, prepare and issue notices of Technical Committee meetings to all Technical Committee members.
- d. Keep the Technical Committee, Subcommittee, and Working Group rosters up to date and distribute them to all Technical Committee members annually. The Technical Committee Secretary is responsible for submitting the committee's directory to the Secretary of the Technical Council by October 15<sup>th</sup> of each year.
- e. Keep records of attendance at all Technical Committee meetings.

## 7.2 Technical Committee Subcommittees

### 7.2.1 Qualifications and Eligibility of Subcommittee Members

Subcommittee members shall be members in good standing of the IEEE Power Engineering Society and meet the requirements of the Technical Committee. The members of the Subcommittees are appointed by the Chair of the Subcommittee with notification to the Chair of the respective Technical Committee.

Subcommittee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications listed above.

A member may discontinue his Subcommittee membership by sending a letter of resignation to the Subcommittee Chair. The Subcommittee Chair may elect to discontinue the membership of an inactive or non participating member by sending written notification to the affected member.

### 7.2.2 Appointment of Technical Committee Subcommittee Chair

The Chair of a Subcommittee is either appointed by the Chair of the respective Technical Committee or by vote within the subcommittee with notification given to the Chair of the Technical Council. The Chair's term of office is one year with reappointments with a suggested maximum of three years. The Chair of a Subcommittee shall be a member of the respective Technical Committee.

## *Technical Council Organization and Procedures Manual – June 2004*

### 7.2.3 Duties of Technical Committee Subcommittee Chairs

The duties of the Subcommittee Chairs are:

- a. Supervise the affairs of their subcommittee, under the general direction and guidance of the Technical Committee Chair. Monitor and supervise the activities of the Task Forces and Working Groups under the direction of the Subcommittee.
- b. With the approval of the Technical Committee Chair, select one or more persons, such as a vice-chair and/or secretary, to assist with the administration of the subcommittee.
- c. Call and preside at the meetings of their subcommittee.
- d. Promote technical papers pertaining to the objectives of their subcommittee and its working groups.
- e. Be alert to new technical problems that need to be worked on by their subcommittee.
- f. Recommend the establishment of new working groups and the dissolution of old ones when they have served their purpose.
- g. Handle the review of technical papers sent to the subcommittee by the Technical Committee Editor.
- h. If appropriate, recommend papers each year for consideration for awards.
- i. Report on the activities of the subcommittee and its working groups, either verbally at meetings of Technical Committee or in writing to the Technical Committee Chair when so requested.
- j. Submit minutes of the meetings of their subcommittee and its working groups, for inclusion in the Technical Committee meeting minutes.
- k. Recommend members of their subcommittee for membership on the Technical Committee.
- l. Recruit and induct new subcommittee members and retire members who no longer meet membership requirements.
- m. Canvass members annually to determine the member's continued interest in the subcommittee.
- n. A letter of appointment to a new member of a subcommittee is made at the time of the appointment.
- o. Prepare Annual Report information and give to Technical Committee Secretary.

### 7.3 Technical Committee Administrative Subcommittee

An Administrative Subcommittee of the Technical Committee may be formed, consisting of (as a minimum) the Committee's Chair, the Vice-Chair, the Secretary, and the Immediate Past Chair, and the chairs of the Subcommittees. This Administrative Subcommittee shall meet to coordinate the activities of the Subcommittees and serve as a means of discussion and communication.

#### 7.4 Technical Committee Subcommittee Working Group

##### 7.4.1 Qualifications and Eligibility of Working Group Members

Member qualifications include voluntary involvement, expertise in the subject, regular participation in working group activities, and timely completion of assignments. A Working Group member is a participator.

Working Group members need not be a member of the Power Engineering Society but are encouraged to be members in good standing of the Society. The members of the Working Groups are appointed by the Chair of the Working Group with notification to the Chair of the Subcommittee.

A Working Group 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 level of activity required to retain membership is at the discretion of the Working Group Chair.

##### 7.4.2 Qualifications and Eligibility of Working Group Chairs

The Chair of the Working Group shall be a member in good standing of the Society and meet the requirements of the Technical Committee. Furthermore, the Working Group Chair should possess the following:

- a. Technical Ability: The Working Group Chair should have demonstrated technical ability through participation in Subcommittee and Working Group activities and discussions. The Chair must have reasonable level of expertise within the Working Group's subject of assignment.
- b. Procedural Experience: The Working Group Chair should have been actively participating in Technical Committee activities and should have demonstrated the willingness to accept and complete assignments and follow through until finished.
- c. Personal Characteristics: The Working Group Chair should be articulate and an innovative contributor. The Chair should have leadership qualities as demonstrated by thoughtful engagement in debate and discussion and should have excellent verbal and written communication skills.

Guidance for working group chairs in properly conducting business and understanding the process of standards development can be obtained in the IEEE Standards Companion and/or at the IEEE-SA Standards Development Online web site at [http://standards.ieee.org/resources/development/wg\\_dev/meetings.html](http://standards.ieee.org/resources/development/wg_dev/meetings.html).

##### 7.4.3 Appointment of Technical Committee Subcommittee Working Group Chair

The Chair of a Working Group is appointed by the Chair of the respective Subcommittee with notification to the Chair of the respective Technical Committee. The Chair of a Working Group shall be a member of the respective Subcommittee. General practice is

## *Technical Council Organization and Procedures Manual – June 2004*

for the Working Group Chair to serve for the duration of the Project Authorization Request, or for a suggested term of three years for standing working groups.

### 7.5 Coordinating Committees

The Coordinating Committees of the Technical Council shall be:

- a. Emerging Technologies
- b. Policy Development

#### 7.5.1 Organization of Coordinating Committees

The Coordinating Committee shall be organized as a Technical Committee and as described in Sections 7.1 through 7.4.

#### 7.5.2 Intent and Purpose of Coordinating Committees

The focus and intent of the Coordinating Committee shall be different from a Technical Committee. Where the Technical Committee's focus is narrow and concentrated on its technical specialty, the Coordinating Committee's focus is broad and generally covers technical interests that are covered by more than one Technical Committee.

#### 7.5.3 Activities of Coordinating Committees

The Coordinating Committees shall:

- a. Establish venues for joint technical projects between Technical Committees
- b. Conduct symposia of common interest between Technical Committees
- c. Recommend the development of Standards, Guides, and Recommended Practices to specific Technical Committees, or if necessary, pursue such development within auspices of the Coordinating Committee, upon approval of the Technical Council.
- d. Ensure full coordination is achieved between various Technical Committees on technical issues that span across more than one Technical Committee

### 7.6 Standing Committees

The Standing Committees of the Technical Council shall be:

- a. Awards
- b. Standards Coordinating
- c. Technical Sessions
- d. Technical Council Organization and Procedures

#### 7.6.1 Organization of Standing Committees

The Standing Committees shall be organized as a Technical Committee and as described in Sections 7.1 through 7.4.

#### 7.6.2 Intent and Purpose of Standing Committees

The focus and intent of the Standing Committees shall be different from a Technical Committee. Where the Technical Committee's focus is narrow and concentrated on its

## *Technical Council Organization and Procedures Manual – June 2004*

technical specialty, the Standing Committee's focus is on the administrative matters of the Technical Council.

### 7.6.3 Activities of Standing Committees

The Standing Committees shall:

- a. Work to ensure that the goals and administrative requirements of the Technical Council, which are under the purview of the standing committee, are achieved in a timely and effective manner.
- b. Support the Technical Council Chair's administrative program.
- c. Provide advice and feedback to the Technical Council Chair on administrative matters pertaining to the Standing Committee's purview.

### 7.7 Participation by Non-Members of IEEE

Non-members of IEEE may be appointed as consultants to Technical Committees, Subcommittees and Working Groups. For example, physicists and mathematicians are frequently called upon, in the basic science fields, to supplement the work of those Committees and Subcommittees. Therefore, individual experts and liaison representation from other organizations are encouraged where appropriate.

### 7.8 Honorary Membership

Technical Committees may, at their option, name Honorary Members who retain their IEEE/PES membership, but because of extenuating circumstances, are generally unable to meet the other membership requirements. An Honorary Member shall have first been a regular member and shall have demonstrated a high level of participation and be generally recognized for his contribution. These individuals participate by reviewing and commenting on subjects in their field of expertise and are retained on appropriate and necessary committee mailing lists.

### 7.9 Corresponding Membership

The Technical Committees may, at their option, offer Corresponding Membership to utilize the expertise of those who are not normally able to attend the Committee meetings. Corresponding Members may participate in all Technical Committee activities, including the development and review of standards documents. In addition, Corresponding Members may participate in the review of technical papers sponsored by the Technical Committee.

Corresponding Members may be appointed by the Chair of the Technical Committee, with notification given to the Chair of the Technical Council. The qualifications and eligibility for membership, and continued membership, are the same as for regular Technical Committee members, with the exception of the requirement of regular attendance at meetings.

If desired, Corresponding Membership may be offered at Subcommittee, Working Group, and Task Force levels.

## **8. Technical Council Meetings and Publications Responsibilities**

### 8.1 General Meetings

#### 8.1.1 Technical Program Committee for a General Meeting

Each general meeting will have a Technical Program Chair with a committee which has responsibility for the technical program for that specific meeting. The Technical Program Committee for a general meeting will be organized not less than 18 months in advance of the meeting date. This committee will consist of Technical Committee Program Chairs (TCPCs) drawn from each of the technical committees. This committee will have sole responsibility for the design and implementation of the technical program for that one meeting, not multiple meetings.

##### 8.1.1.1 Technical Program Chair

###### 8.1.1.1.1 Qualifications and Appointment

The Technical Program Chair is jointly appointed by the Vice President, Meetings Activities, and the Vice President, Technical Activities at least 18 months in advance of a general meeting date. The Technical Program Chair should be experienced in organizing the technical content for a major PES conference and should be a person recognized for diligence in organizing such work.

###### 8.1.1.1.2 Term

The Technical Program Chair is appointed for a two year period. The first 18 months is spent prior to a general meeting in organizing the meeting technical content and the remaining 6 months after the meeting in helping the Technical Program Chair for the succeeding meeting, after this all duties cease.

###### 8.1.1.1.3 Duties

The Technical Program Chair shall:

- a. Seek the advice and input of the Technical Committees to identify the theme of the particular conference and the technical tracks to address the preferred subjects. The theme is important and could somewhat be tied to the time and/or the location of the conference. Realistically, the number of tracks should not be more than four.
- b. Publish the call for papers not later than a year ahead of the conference date and preferably one year ahead of the deadline of the paper submission date. The call for papers shall clearly state the theme for the conference and the technical tracks to address the preferred subjects.
- c. Coordinate and guide the Technical Council Program Committee activities to achieve the objectives of the conference.
- d. Coordinate and finalize the conference technical program.
- e. Liaise with the local organizing committee to achieve a harmonized flow of the technical events along the tracks specified.

## *Technical Council Organization and Procedures Manual – June 2004*

- f. Report regularly and at the end of the conference to the Technical Council and the Governing Board on the progress and recommendations for future events.

### 8.1.2 Technical Committee Program Chairs (TCPCs)

#### 8.1.2.1 Qualifications and Appointment

Each Technical Committee Program Chair shall be a member in good standing of one of the technical committees (see also 7.1.6.2 b). The appointment of the Technical Committee Program Chairs for each technical committee will be via nomination by the Technical Committee Chair, with approval by the Technical Council Technical Sessions Committee Chair.

#### 8.1.2.2 Duties

The Technical Committee Program Chairs shall:

- a. Work with the general meeting Technical Sessions Committee Chair to determine preferred subjects or "tracks" for upcoming meetings.
- b. The primary task of the TCPC is the review and scheduling of Proceedings Papers and Panel Sessions. The TCPC reviews Proceedings Papers that have been submitted for the meeting and approves or disapproves the proposed paper. The TCPC has no duties regarding review or approval of Transactions Papers. However, duties do include scheduling Transactions Papers into general meeting technical sessions. It is preferable that the TCPC not be a member of the Transactions Editorial Board.
- c. Review submitted panel session and special educational session summaries for adequate presentation of the ideas and concepts being presented in the session.
- d. Coordinate the meeting room requests for PES meetings. Normally the meeting room request will come from either the IEEE PES Executive Office or the designated PES meeting room coordinator for the specific meeting.

### 8.1.3 General Meetings Scheduling

Because of the need to meet publication deadlines for the advance program, the final program and the General Meeting Proceedings, the Technical Council has established the dates which must be met by the Technical Sessions Committee prior to each general meeting. Full and complete information is found at the PES website [http://www.ieee.org/portal/index.jsp?pageID=pes\\_home](http://www.ieee.org/portal/index.jsp?pageID=pes_home) under the 'Information for Authors' menu heading.

## 8.2 Special Technical Conferences

The Power Engineering Society sponsors several special technical conferences. The TCPC's may be called upon to review papers for special technical conferences and should follow procedures for these reviews that are similar to the review of papers for the general meetings. The schedule milestones for special technical conferences are determined by the conference technical committee and do not conform to the schedules in section 8.1.3 above. The details and schedules for each special technical conference are determined by the conference technical committee.