

**IEEE POWER AND ENERGY SOCIETY  
ENERGY STORAGE AND  
STATIONARY BATTERY COMMITTEE  
ORGANIZATION & PROCEDURES MANUAL**

**July 5, 2017**

# ESSB Committee Organization and Procedures Manual – 2017-07-05

## Introduction

These Organization and Procedures outline the orderly transaction of activities of the IEEE Power and Energy Society Energy Storage and Stationary Battery Committee, hereafter referred to as the ESSB Committee. This manual defines the organization of the ESSB, the scope of the Committee and its Subcommittees, and the duties of the Committee and subcommittee officers.

The Technical Council Organization and Procedures Manual is referenced here. Items not specifically covered in this manual are covered in the Technical Council Organization and Procedures Manual. The two documents work together to define the functions of the Energy Storage and Stationary Battery Committee of the Power and Energy Society Technical Council and the Society.

Should conflicts occur between this manual and the Technical Council Organization and Procedures Manual, the Technical Council Organization and Procedures Manual will take precedence. In turn, this ESSB Committee Organization and Procedures manual takes precedence over Robert's Rules of Order (newly revised).

## Scope of the ESSB Committee

The Scope of the ESSB is four-fold in purpose:

1. To develop and publish standards that define recommended industry practices for the health, safety, testing, performance and maintenance of the integrated parts of energy storage and stationary batteries, including DC systems and ancillary devices integral to these systems in both static and renewable states.
2. To conduct and/or sponsor technical sessions and webinars; publish articles, papers and technical reports; and participate in forums and conferences to inform the industry of milestone progress as the electrical-energy-storage industry evolves.
3. To aggressively engage participants involved in the various technologies of Energy Storage Systems (ESS) to join the ESSB Committee, its subcommittees and working groups to accomplish the development of standards, guides, best practices and technical reports.
4. To liaise and cooperate with other technical committees, societies, groups and associations concerned with various aspects of energy storage, stationary batteries and associated systems, both in the development of standards, best practices and guidelines as well as the presentation and publication of technical information relating to these endeavors.

Subcommittees may develop their own scope as long as they are synergistic with the Committee Scope. These scopes will be reviewed at least bi-annually by the subcommittee chairs and any proposed changes are to be submitted in writing at the next regularly scheduled meeting of the ESSB Administrative Subcommittee (ESSB AdCom) meeting (normally held in conjunction with the ESSB General Meetings).

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If changes are approved by ESSB AdCom, they are to be submitted to the ESSB Committee Chair for inclusion in the next meeting agenda of the ESSB for a majority voice vote. If approved, they will be submitted by the ESSB Committee Chair to the PES Technical Council (TC) for final approval. Directory updates of scopes follow any changes approved by the IEEE PES Technical Council.

### **Subcommittees of the ESSB Committee**

- Administrative (AdCom)
- Stationary Battery and Electrochemical Energy Subcommittee (hereafter referred to as SBEE)
- DC Power Systems and Related Systems Subcommittee (hereafter referred to as DCPRS).

### **Organization**

The ESSB Committee membership is comprised of officers of the Committee, the officers of its Subcommittees, Working Group chairs and the general membership of the Committee.

### **General Membership**

#### ***Eligibility***

Every member of the ESSB Committee is encouraged to be a member in good standing of the IEEE Power and Energy Society (IEEE PES).

- 1) New members of the ESSB are appointed by the ESSB Committee Chair.
- 2) Except as approved by the ESSB AdCom Committee, the following are the requirements to qualify for Committee membership status:
  - Persons shall have regularly attended subcommittee working group meetings and be recommended for membership by the Working Group Chair. This recommendation will be made to the appropriate Subcommittee Chair, and if approved, sent to the ESSB Committee Chair for final approval.
  - Persons are encouraged to attend meetings of the ESSB where technical interest is demonstrated in the technical areas within the scope of the ESSB and its working groups.
  - Corresponding members shall have actively participated in subcommittee working group activities as detailed below.

#### ***Membership Qualifications***

The qualifications for membership shall include the following:

- 1) Interest in energy storage, stationary batteries and related systems or services as expressed by attending and taking part in discussions of working group(s) contained in at least one of the ESSB subcommittees.

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- 2) Willingness to devote the necessary time and effort to contribute to the advancement of the Committee by attending meetings and participating whenever possible in activities sponsored by the ESSB Committee.

### ***Attendance Requirements***

Participation in the activities of at least one subcommittee and general meetings of the Committee are required to maintain membership in the Committee. If an ESSB member misses four consecutive meetings, that member is subject to removal from active membership and will be placed on inactive status. Members on inactive status are not eligible to vote on Committee business and are not counted in the quorum.

If a member misses more than four meetings in succession, that member is subject to revocation of membership pending the member's submittal of a *just-cause* for not attending with a request for continued full membership. Such *just-cause* continuance of membership will be considered by and acted upon by ESSB AdCom.

Members who for whatever reason become ineligible for full membership may, at the Committee's option, be considered as a candidate for Corresponding Membership. These members are also welcome to continue attending meetings at their discretion as Guests.

### ***Corresponding Membership***

The ESSB Committee may, at its option, offer Corresponding Membership to utilize the expertise of those who are not normally able to attend scheduled Committee or Subcommittee meetings in person. Corresponding Members may participate in all Committee or Subcommittee activities, including the development, review, and balloting of standards documents if they are members of IEEE SA.

Corresponding Members may be appointed by the Chair of a Subcommittee, with the concurrence of the ESSB Committee Chair. If a Corresponding Member is recommended by the Chair of the ESSB Committee, concurrence must be obtained from the AdCom Committee.

The qualifications and eligibility for membership and continued membership are the same as for regular members with the exception of the requirement for regular in person attendance at meetings. If desired, Corresponding Membership may be granted to persons at the Committee, Subcommittee, Working Group, and Task Force levels.

### ***Honorary Membership***

The ESSB Committee may, at its 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 generally recognized for his or her technical and administrative contribution to the ESSB Committee or previous Stationary Battery Committee activities. An Honorary Member, however, does not have voting privileges on Committee or Subcommittee matters. These individuals participate by reviewing and commenting on subjects in their field of expertise and are retained on appropriate and necessary committee mailing lists.

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### ***Affirmation, Termination, and Reinstatement of Membership***

Committee membership is reviewed and reaffirmed annually (generally within three months of the first semi-annual General Meeting of the ESSB Committee in each calendar year) and is contingent upon meeting the qualifications and requirements contained in this manual.

A member may discontinue his or her 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 with a copy to the Committee Secretary. At the Chair's discretion, a warning of impending termination of membership may be issued to the affected member. A written appeal for membership reinstatement may be submitted to the Chair specifically stating why he or she should be reinstated (see *Just-Cause* statement in *Attendance Requirements* section above).

### ***Application for Membership***

Membership is open to any person who wishes to join the ESSB Committee pursuant to the requirements outlined above. An application for Membership is provided at the end of this Manual or may be obtained from a Working Group Chair.

Note: Current active members of the IEEE PES who wish to join and become members of this ESSB Committee within the 2017 and 2018 calendar years will be granted membership upon approval of the ESSB Executive Committee provided they agree to follow the attendance and participation requirements outlined for all members listed above.

### **Committee, Subcommittee and AdCom Officers**

The ESSB Executive Committee will be made up of the following Officers:

1. ESSB Committee Chair
2. ESSB Committee Vice-Chair
3. ESSB Committee Secretary
4. ESSB Committee Treasurer
5. ESSB Committee Standards Coordinator
6. ESSB Committee Past-Chair (or SBC Past-Chair during the initial rotation of officers)

The ESSB Administration Committee (ESSB AdCom) will include:

1. ESSB Executive Committee Officers
2. ESSB Subcommittee Chairs
3. ESSB Subcommittee Vice Chairs
4. ESSB Webmaster
5. ESSB Public Relations and Information Chair
6. ESSB Awards Chair
7. ESSB Fellows Group Coordinator

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The Chair of the ESSB Committee may call for a teleconference, web meeting, or in rare instances an in-person Executive Committee session to conduct special business that may arise. In this case the Chair, Vice-Chair and Secretary must be involved at a minimum. This will not obviate the requirement for ESSB AdCom and/or full Committee approval of matters of a Committee consequential nature.

The ESSB Committee Chair may invite any other member holding a leadership position to join ESSB AdCom for a particular meeting or group of meetings. Such invitation, however, is not to be considered a permanent appointment without approval of the full ESSB AdCom.

All ESSB Officers shall be active members of IEEE PES and IEEE SA. Normally there is a sequence of progression of officers from Secretary to Vice-Chair to Chair of the ESSB Committee or its Subcommittees. The Past Chair serves the same term as the Chair. The ESSB Treasurer is excluded from this progression (see Treasurer duties and term shown below). A Secretary serving in the dual role of Secretary/Treasurer would follow the progression path for the Secretary portion of those duties.

When this progression is followed the incoming selection of a new Secretary will follow this procedure:

The outgoing Chair will send a notice to the membership List-Serve at least two weeks prior to the next regularly scheduled ESSB General Meeting that is at least six months in advance of the upcoming change. Final selection is made with the concurrence of the Chair, Vice-Chair, Secretary and Treasurer. If a new ESSB Treasurer is being recommended, that follows the same procedure as appointing a new ESSB Committee Secretary.

The Awards Chair and Fellows Group Coordinator are appointed at the discretion of the ESSB Committee Chair. All active Fellow grade members of the IEEE and the ESSB Committee are included as members of the Fellows' Group. The Fellows Group Coordinator shall be selected by a majority vote of the Fellows Group subject to approval by the ESSB Committee Chair.

Normally the Vice-Chair will serve as the Technical Council Program Coordinator (TCPC) representative for ESSB to the PES Technical Council, and will handle those duties as prescribed by the Technical Council for TCPC's. The Vice-Chair will also serve as the Technical Programs Coordinator for all Technical Sessions, Webinars and other technical programs that are part of the sponsorship of the ESSB Committee.

The ESSB Committee Chair will serve as the Public Relations and Information Chair, but may delegate that responsibility to another member of the ESSB Committee with concurrence of the ESSB Committee Vice-Chair and ESSB Committee Secretary.

The ESSB Standards Coordinator and the ESSB Webmaster are also appointed at the discretion of the ESSB Committee Chair.

Subcommittee Officers (Chair, Vice Chair & Secretary) will follow the same progression as the ESSB Committee Officers.

Working Group (WG) Chairs will be appointed at the discretion of the responsible Subcommittee Chair and approved by the ESSB Committee Chair. The responsible Subcommittee Chair may remove a WG Chair at his/her discretion if that WG Chair is not fulfilling his/her responsibilities with concurrence from the ESSB Committee Chair.

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### Terms of Office

The ESSB Committee and Subcommittee Chairs, Vice-Chairs, and Secretaries shall serve for a term of two years. Under special circumstances the term may be extended for a period not to exceed an additional two years with the approval of the ESSB AdCom for ESSB Executive Committee Officer extensions and the ESSB Committee Chair for ESSB Subcommittee Officer extensions.

The ESSB Standards Coordinator shall serve for a term of six years but may be reappointed at the discretion of the ESSB Committee Chair.

All other appointed ESSB positions shall serve for a term of three years and may be reappointed at the discretion of the ESSB Committee Chair.

Working Group Chairs may serve for indefinite terms at the discretion of the Subcommittee Chair or until such time as they offer their resignation. However, it is anticipated that a Working Group Chair who is actively engaged as leading a Working Group involved with a PAR that is to result in a balloting process of the IEEE SA remains as Working Group Chair through the conclusion of that balloting process unless extenuating circumstances require resignation. In those extenuating cases, the Subcommittee Chair will not refuse to accept that resignation.

For purposes of continuity, all terms are considered to be effective on January 1 of the year of appointment except for the first year of the establishment of the ESSB Committee. The term for the first ESSB Executive Committee and Subcommittees will be considered to include the nine months following formal approval of the new Committee as granted by the IEEE PES Board of Governors plus the first full two calendar years of engagement.

### Duties of the ESSB Officers

The major (but not exclusive) focus of the ESSB, its related Subcommittees and Working Groups are considered primarily engaged in the development of standards, best practices and guidelines for Energy Storage, Stationary Batteries, and related elements of DC Power Systems and are governed by the Policies and Procedure outlined in the ESSB Policies and Procedures (P&P) Manual. Specific responsibilities and duties as related to those endeavors are defined in that Manual and are incorporated into this Organization and Procedures Manual by reference. However, the specific duties for each of the ESSB Officers are defined below:

*The responsibilities of the ESSB Committee Chair shall include the following:*

- a. Organize and lead the semi-annual General Meetings of the ESSB Committee.
- b. Establish an agenda for the semi-annual ESSB General Meetings and ensure their publication on the ESSB website at least two months in advance of the next regularly scheduled meeting.
- c. Appoint and/or approve the appointment of all Working Group (WG) Chairs in concurrence with the ESSB Executive Committee.
- d. Ensure that all standards development activity complies with the policies and procedures contained in the ESSB Policies and Procedures (P&P) Manual.
- e. Appoint any special Task Forces, Coordinating Committees or additional Working Groups as necessary.

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- f. When items or issues are brought to the floor and require a vote from members of the ESSB Committee, the ESSB Committee Chair will entertain those motions and ensuing discussions following Roberts Rule of Order. Before an official vote is taken, the ESSB Committee Chair will:
  1. Ensure that a quorum of ESSB members exists.
  2. Refrain from making any motions himself/herself.
  3. Ensure an accurate count from the voting membership is taken.
  4. Refrain from voting except in case of a tie vote. In the case of a tie vote, the ESSB Committee Chair may cast a vote or refer the matter to a special group of ESSB Committee Members for further consideration.
- g. Be knowledgeable of IEEE PES and SA organizational and parliamentary procedures, and ensure that the processes and procedures are followed by all Working Groups, Coordinating Committees and Task Forces as appropriate.
- h. Comply with the IEEE-SA Intellectual Property Policies, including but not limited to IEEE-SA Patent Policy (see IEEE-SA Standards Board Operations Manual 6.3.2, <http://standards.ieee.org/board/pat/index.html>) and IEEE-SA Copyright Policy (see IEEE-SA Standards Board Bylaws 7, <http://standards.ieee.org/guides/bylaws/sect6-7.html#7>).
- i. Organize and/or conduct training sessions for new Officers as requested by the membership and approved by the ESSB Executive Committee. This can include posting of appropriate training information as provided by either IEEE PES or SA on the ESSB website.
- j. Work with the ESSB Treasurer to ensure that all financial reporting requirements of the IEEE are fulfilled. In the absence of a treasurer, the full responsibility will rest with the ESSB Committee Chair. In certain cases the position of Secretary and Treasurer may be combined.
- k. Work with the ESSB Awards Chair to determine who within the ESSB Committee would be worthy of awards, and present to the ESSB Committee on behalf of the Awards Chair for consideration and confirmation of those awards.
- l. Serve as a member of the IEEE PES Technical Council, attend and participate in appropriate called meetings of the IEEE PES Technical Council. This includes the winter Joint Technical Council Meeting, the summer IEEE PES General Meeting and any specially called Technical Council retreats or other meetings.
- m. The qualities of the ESSB Committee Chair should include the following characteristics:
  1. Be a respected leader in the ESSB community.
  2. Ensure objectivity without showing bias in all discussions. Also, ensure that all parties have the opportunity to express their views in an orderly and respectful way.
  3. Seek consensus as a means of resolving issues.
  4. Delegate functions to other officers and/or committee members as appropriate.
  5. Set realistic goals and deadlines for the Committee and monitor progress to achieve them.
  6. Prioritize work to best serve the group and its goals.

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### *The responsibilities of the ESSB Committee Vice-Chair shall include the following:*

- a. Assume the duties of the ESSB Committee Chair should the Chair be unable to perform those duties or chooses to recuse himself or herself (e.g., to give a technical opinion) from a given issue.
- b. Serve as the ESSB Committee's major technical representative to the IEEE PES Technical Council (PES TC). In this capacity the Vice-Chair will be the official Technical Council Programs Coordinator (TCPC) and attend to all PES TCPC business.
- c. Plan, organize, facilitate and serve as Moderator for all technical sessions, seminars, symposiums and other public technical forums sponsored by the ESSB Committee.
- d. Provide the ESSB Committee Chair and ESSB Webmaster a proposed agenda for any such events, including the General Meeting Technical Sessions and all other seminars, symposiums or public technical forums sponsored by the ESSB Committee.
- e. Serve as the official head for liaison activity with internal IEEE Committees or external to IEEE associations, technical committees, or industry groups engaged in ESS. In certain cases this will involve coordination with the Chair of the ESSB Standards and Codes Subcommittee and the appointed IEEE Standards Association (SA) designate.
- f. Become familiar with training materials available through IEEE Standards Development Online or other means as provided by the IEEE PES, SA or the IEEE Association and disseminate to Working Group Chairs or active Working Groups as may be appropriate.
- g. Bring to the ESSB Committee Chair any issues that warrant discussion or action on the part of the ESSB Committee.
- h. The qualities of the ESSB Committee Vice-Chair should include the following characteristics:
  1. Be a respected leader in the ESSB community.
  2. Have technical expertise and at least 5-years of experience in a specific technical area that embodies the ESS industry.
  3. Ensure objectivity without showing bias in all discussions. Also, ensure that all parties have the opportunity to express their views in an orderly and respectful way.
  4. Encourage diversity and inclusive representation for all major technologies or platforms desiring to provide insight and technical context for technical discussion or in the creation of standards, best practices, guidelines within active Working Groups.
  5. Prevent any one technology or technology platform from dominating Working Group make-up. Note: The ESSB Committee Vice-Chair should work with the Chairs of the various sub-committees to ensure the objectives of items #3 – 5 are met and that a mix of IEEE categories (i.e. manufacturers, engineers, operations, test engineers, academics and government interests) are represented as much as possible.

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### *The responsibilities of the ESSB Committee Secretary include:*

- a. Coordinate with the ESSB Committee Chair to schedule the ESSB General Meetings, create the WG agendas in concert with the ESSB Subcommittee chairs and ensure that proper notice of all General Meetings are properly given. This will include distribution of meeting notices through existing IEEE PES/IEEE SA and ESSB Website channels and may include notice to external organizations with a liaison interest in ESSB.
- b. Record minutes of each General Meeting and submit them within 30 calendar days of the end of the General Meeting to the ESSB Webmaster.
- c. Create and maintain all ESSB Membership rosters and submit to the IEEE PES Technical Council Secretary (ESSB Executive Committee and Subcommittee Officers) and Standards Association (Working Group Officers) annually.
- d. Maintain the current list of names with contact information of the voting members. This list may be distributed to the members upon request of the ESSB Committee Chair.
- e. Confirm attendance of all attendees has been recorded, integrating myProject registrations with manual sign-in sheets.
- f. Forward all guest names and contact information to the ESSB Committee Chair for inclusion in the ESSB ListServe database.
- g. Forward all changes to the roster of voting members to the ESSB Committee Chair and ensure that these changes are reflected in the ESSB Committee Master Roster.
- h. Work with the Subcommittee Secretaries to ensure responsible management and distribution of Working Group documentation, including but not limited to guidelines with regard to posting and distribution of drafts and approved IEEE standards.
- i. Ensure that Working Group Secretaries have submitted their updated WG minutes and current WG drafts to the ESSB Webmaster. This particular function should be coordinated with the appropriate ESSB Subcommittee Chair and/or Secretary.
- j. Maintain a list of unresolved issues, action items, and assignments and disseminate to the ESSB AdCom prior to the next regularly scheduled ESSB AdCom meeting.

Attend all called meetings of the ESSB Committee as follows:

1. General Meetings
  2. AdCom Meetings
  3. Executive Committee Meetings
- m. Ensure that an ESSB Subcommittee Secretary is able to represent the ESSB Committee Secretary in any ESSB Committee meetings where the ESSB Committee Secretary is unable to attend. Note: the substituting Subcommittee Secretary will forward all documentation including minutes and supplemental documentation to the ESSB Committee Secretary upon conclusion of said meeting.
  - n. Ensure approval for participation, if required, and be willing to commit to the progression steps involved to become ESSB Committee Chair (involves 6-8 years of ESSB Committee commitment).

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- o. The qualities of the ESSB Committee Secretary should include the following characteristics:
  1. Be a respected leader in the ESSB community.
  2. Have technical expertise and at least 3-years of experience in a specific technical area that embodies the ESS industry.
  3. Ensure objectivity without showing bias in all discussions. Also, ensure that all parties have the opportunity to express their views in an orderly and respectful way.

### ***The responsibilities of the ESSB Treasurer shall include the following:***

- a. Develop and maintain a budget in concert with the overall goals of the Committee.
- b. Control all funds into and out of the Committee's bank account.
- c. Be responsible for collecting all appropriate fees outside of IEEE membership fees that may be collected for General Meeting, seminars, technical sessions, and other Committee approved expenses.
- d. Follow IEEE policies concerning standards meetings and finances.
- e. Adhere to procedures outlined in the IEEE Financial Operations Manual.
- f. Be familiar with related training materials available through IEEE Standards Development Online.

### ***The duties of the ESSB Public Relations and Information Chair include:***

The IEEE PES Technical Council passed a resolution that all Committees establish a means to publicly promote the Committee's activities worthy of note within IEEE PES and externally subject to the policies incorporated by IEEE, IEEE PES and IEEE SA regarding publication of IEEE activity. To that end, the position of ESSB Public Relations and Information Chair is incorporated.

As defined above, the ESSB Committee Chair will serve that role unless or until delegated to a member of the ESSB Committee. At the time the position is delegated, that member will become part of the ESSB Administration Committee (AdCom). The duties of the ESSB Public Relations and Information Chair include:

- a. Represent the ESSB Committee as the conduit to disseminate information as requested from IEEE, IEEE SA, IEEE PES per the resolution established by the IEEE PES Technical Council (see above).
- b. Coordinate with the Editor of Power and Energy magazine, Electrification magazine, and other publications as assigned by the PES Technical Council Chair.
- c. Semiannually solicit from the Chair or Vice-Chair of each Subcommittee potentially publishable information for the overall benefit to the Committee, act as facilitator and distribute such publications to the Technical Council Chair or designated Technical Council representative for dissemination.
- d. Disseminate news releases as appropriate and approved per IEEE PES guidelines to external sources where that information would benefit the progress and membership of the ESSB Committee.

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- e. Serve as Co-chair of any meetings called by the ESSB Committee Chair for purposes of conducting Public Relations and Information activities.
- f. Establish a Public Relations and Information Working Group if deemed appropriate or necessary. In this case, appoint a Vice-Chair or Vice-Chair/Secretary to document activities, actions and efforts of the Public Relations and Information Working Group. Any minutes or documents generated should be sent to the Webmaster for inclusion on the ESSB website as appropriate.
- g. Inform the ESSB Committee Chair if unable to perform other duties as may be assigned by the Chair in the event that a Working Group is created.
- h. Review all incoming and/or outgoing information to assure it is of a technical and not political, commercial or offensive nature.
- i. Report all significant Public Relations and Information activity of the Public Relations Working Group at the ESSB Committee meeting in concert with “d.” above.

### ***The duties of the ESSB Webmaster include:***

It is recognized that most, if not all, members engaged in IEEE, IEEE PES, and ESSB activity are reliant on the Internet for receipt and communication of reliable information. Therefore, the duties and responsibilities of the Webmaster play an important role in the effectiveness of this Communication.

The ESSB Webmaster must be someone who has demonstrated technical capability in handling website creation and accepts the responsibility to keep the website current. In light of the critical nature of this activity the ESSB Webmaster will serve as a member of the ESSB Administrative Committee (AdCom).

The specific duties of the ESSB Webmaster are as follows:

- a. Create the new ESSB website and orchestrate the transition from the original Stationary Battery Committee website in a timely manner.
- b. Update and maintain the ESSB website on a regular and consistent basis. This will require working with the Committee and Subcommittee Chairs and Secretaries to ensure that all relevant information is available for ESSB members and outside interested parties can review.
- c. Create two distinct web links, [1] one for public view including all meetings and membership information and [2] one for members only to view. Minutes and WG standards activity will be available on the members only link. The ESSB Committee may direct, at its option, other website links distinct from the main two, e.g. a Technical Papers and Presentations link that is separate from the public and ESSB members only website links.
- d. Report any difficulties or problems that will affect the access or change the means of access if it develops due to changes in IEEE SA or IEEE PES requirements.
- e. Liaise with appropriate IT personnel within IEEE, IEEE PES, IEEE SA as required.

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- f. Attend any called ESSB AdCom Meetings. Web call tie-in is acceptable in this instance.
- g. Post minutes of each General Meeting to the ESSB Website within 10 calendar days of their receipt from the ESSB Committee Secretary.
- h. Post minutes and standards drafts to the ESSB Website within 10 calendar days of their receipt from the ESSB Subcommittee Secretaries.

### ***The duties of the ESSB Standards Coordinator include:***

The ESSB Standards Coordinator also plays an important role in managing the development and status of the various Working Groups standards. In this role the ESSB Standards Coordinator will work closely with the ESSB Subcommittee Chairs and Secretaries to monitor the following:

- a) Ensure active WG standards activity is being chronicled and recorded correctly.
- b) Work with the ESSB SA Staff Coordinator to document and report progress on all standards under development.
- c) Chronicle the status of all ESSB standards, Project Authorization Requests (PARs) and ballots. This includes documenting the due dates, expiry dates, and other data that is part of the SA Standards and PAR reports issued semi-annually.
- d) Give a report to the ESSB Committee at each called General Meeting of the ESSB Committee.
- e) Attend any called ESSB AdCom Meetings. Web call tie-in is acceptable in this instance.
- f) Set up MyProject to allow members to document participation in Committee activities.

### ***The duties of the ESSB Awards Chair***

In an effort to promote active member participation, recognize outstanding performance, and encourage long-term dedication to the interests of the ESSB Committee, including its WG and technical outreach efforts, the ESSB Awards Chair plays an important role within the ESSB AdCom Committee.

To this end, the ESSB Awards Chair should undertake the following:

- a. Establish a list of available awards from the IEEE PES and IEEE SA that would be possible for granting to worthy members of the ESSB Committee.
- b. Work with the IEEE Executive Committee to nominate persons eligible for these rewards or any other ESSB Committee generated awards that the Committee would deem appropriate.
- c. Obtain official awards and present these and any other appropriate special awards to ESSB members at the next General Meeting following receipt of IEEE award or award by the ESSB Committee.

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### *The duties of the ESSB Fellow Coordinator*

- a. Liaise with the IEEE Fellows Committee to establish cooperation in determining who within the ESSB Committee would be worthy of nomination for a Fellows designation and what steps need to be taken to submit a nominee for consideration.
- b. Assume responsibility for working with any nominated potential Fellow as approved by the IEEE or ESSB Committee for nomination.
- c. Provide an updated report at each ESSB General Meeting.

### **Meetings:**

IEEE PES ESSB General Meetings will be held semi-annually, generally in January and June of each calendar year (although the meetings may be scheduled  $\pm 1$  month for reasons of economic advantage or other meetings conflict). The locations and contracts for these meetings will be established in advance by the Chair of the ESSB Committee in concert with the ESSB Executive Committee Officers and posted on the ESSB Website once confirmed by meeting location Agreement. Notice of upcoming meetings will be posted on the ESSB Website along with meeting agendas and registration links at least two months in advance of an upcoming meeting.

Other meetings called by ESSB Working Group chairs outside of the General Meetings are allowed but the Working Group Chair must advise the ESSB Committee Secretary of that meeting and submit to him or her the minutes of that Working Group meeting. For recognition of a Working Group meeting held outside of the ESSB General Meeting, a notice must be given to the ESSB Standards Coordinator in order for myProject sign-in for meeting attendance to be established. Notice to the Standards Coordinator needs to be provided at least 10 days in advance of said Working Group meeting.

The ESSB Committee Secretary is responsible to notify IEEE PES of any meetings that are to be posted on the IEEE PES or other IEEE websites.

Specially called meetings or educational sessions by the ESSB Committee must first be approved and scheduled by the ESSB Executive Committee Officers and posted on the ESSB Website at least 30 days in advance of the meeting.

### **Revisions to this Manual**

Suggested additions, changes or revisions to this manual may be submitted by any ESSB member in good standing to the Secretary of the ESSB Committee for consideration. The ESSB Committee Secretary will submit any finalized proposed changes to the ESSB Committee Chair and Vice-Chair for concurrence.

Upon receipt of concurrence from the ESSB Committee Chair and Vice-Chair, the ESSB Committee Secretary will distribute copies of the suggested changes to the members of AdCom for review and comment. If judged appropriate, ESSB AdCom will approve the changes. The ESSB Committee Secretary will then incorporate the changes into the manual and re-distribute it to the membership through the ESSB Committee Chair. The ESSB Committee Chair or Vice-Chair will then submit the revised manual to the IEEE PES Technical Council for review and acceptance.



## ESSB Committee

To become a member of the IEEE PES Energy Storage and Stationary Battery (ESSB) Committee, please complete the new membership form below. If you are not already a member of the Power and Energy Society, your application will be held on file until your PES membership has been confirmed.

Name: Company: Telephone: Office (or) Home

Cell

E-mail:

Address:

IEEE member #:

PES member?  Yes  No

### Main Committee Membership

Membership in the Energy Storage and Stationary Battery Committee is open to those who have actively participated in working group activities for at least one year, and requires sponsorship by a working group chair. Regular meeting attendance is a requirement of ongoing membership, and all committee members must be members of the IEEE Power and Energy Society. See Note under *Application for Membership* above for exception for current IEEE PES members during CY 2017 and 2018.

Participation completed in Working Group (WG):

Working Group: \_\_\_\_\_

Date Started in Group: \_\_\_\_\_

WG Chair Sponsor: \_\_\_\_\_

Subcommittee Chair \_\_\_\_\_

E-mail the completed form to the WG Chair for concurrence.

Subcommittee Chair: If you concur, please E-mail the completed form to the Chair of the Energy Storage and Stationary Battery Committee.

ANNEX A

ESSB ORGANIZATION CHART

