

IEEE POWER & ENERGY SOCIETY

**POWER SYSTEM INSTRUMENTATION AND MEASUREMENTS
COMMITTEE**

ORGANIZATION AND PROCEDURES MANUAL

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Approved:

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IEEE PES Power System Instrumentation and Measurements Committee

IEEE POWER & ENERGY SOCIETY
POWER SYSTEM
INSTRUMENTATION AND MEASUREMENTS COMMITTEE
ORGANIZATION AND PROCEDURES MANUAL

CONTENTS	PAGE
1 INTRODUCTION.....	4
2 PURPOSE OF THE ORGANIZATION AND PROCEDURES MANUAL.....	5
3 IEEE POWER SYSTEMS INSTRUMENTATION AND MEASUREMENTS COMMITTEE SCOPE	5
3.1 IEEE POWER SYSTEMS INSTRUMENTATION AND MEASUREMENTS COMMITTEE.....	5
3.2 ADMINISTRATIVE SUBCOMMITTEE	6
3.3 DIGITAL TECHNIQUES AND ELECTRICAL MEASUREMENTS SUBCOMMITTEE	6
A. ADVANCE THE THEORY AND APPLICATION OF DIGITAL TECHNIQUES FOR IMPULSE MEASUREMENTS , INCLUDING ANALOG-TO-DIGITAL CONVERTER (ADC) PARAMETERS, USE OF ADC IN STRONG ELECTROMAGNETIC FIELDS, AND PROCESSING AND IMPLEMENTATION OF ADC IMPULSES.	6
3.4 ELECTRICITY METERING SUBCOMMITTEE	6
3.5 HIGH VOLTAGE TESTING TECHNIQUES SUBCOMMITTEE	7
3.6 RLC MEASUREMENTS SUBCOMMITTEE	7
3.7 RECOGNITION AND AWARDS SUBCOMMITTEE	7
3.8 STANDARDS SUBCOMMITTEE	7
4 IEEE POWER SYSTEMS INSTRUMENTATION AND MEASUREMENTS COMMITTEE RESPONSIBILITIES AND DUTIES	8
5 ORGANIZATION	9
5.1 OFFICERS	9
5.2 APPOINTMENT OF COMMITTEE OFFICERS	9
5.3 TERM OF OFFICE	9
5.4 AUTOMATIC PROGRESSION OF OFFICERS.....	9
5.5 TEMPORARY APPOINTMENTS TO VACANCIES.....	9
5.6 REMOVAL OF OFFICERS.....	10
5.7 RESPONSIBILITIES OF OFFICERS.....	10
5.7.1 Duties of the Chair	10
5.7.2 Duties of the Vice Chair	11
5.7.3 Duties of the Secretary	12
5.7.4 Duties of the Standards Coordinator.....	13
5.7.5 Duties of the Subcommittee Chair	13

PSIM Committee Organization & Procedures Manual – D7– August 2012

6	MEMBERSHIP OF POWER SYSTEM INSTRUMENTATION AND MEASUREMENTS COMMITTEE (VOTING MEMBERS)	14
6.1	ELIGIBILITY AND QUALIFICATIONS	14
6.2	AFFIRMATION, TERMINATION AND REINSTATEMENT OF MEMBERSHIP	15
6.3	EMERITUS MEMBERSHIP	15
6.4	VOTING MEMBERSHIP ROSTER	15
6.5	CORRESPONDING MEMBERSHIP	15
6.6	PARTICIPATION BY NON-MEMBERS OF IEEE	16
6.7	SUBCOMMITTEES.....	16
6.7.1	Eligibility and Qualification of Subcommittee (other than Administrative Subcommittee)	16
6.7.2	Administrative Subcommittee Membership	17
6.7.3	Appointment of Subcommittee Chair	17
6.7.4	Duties of Subcommittee Chair.....	17
6.8	WORKING GROUPS.....	18
6.8.1	Qualifications and Eligibility of Working Group Members	18
6.8.2	Appointment of Working Group Chairs	18
6.8.3	Qualifications and Eligibility of Working Group Chairs	18
6.9	LIAISON REPRESENTATIVES	20
7	CONDUCT	20
7.1	QUORUM.....	20
7.2	VOTING REQUIREMENTS FOR MOTION	20
7.3	EXECUTIVE SESSION	21
7.4	VOTING.....	21
7.5	VOTING BETWEEN MEETINGS.....	21
7.6	ENDORSEMENT OF FELLOW AWARD.....	21
7.7	EVALUATION AND PRESENTATION OF TECHNICAL PAPERS.....	22
7.7.1	Responsibility for Evaluation of Conference Papers	22
7.7.2	Technical Paper Review Procedure	22
7.8	DEVELOPMENT OF IEEE STANDARDS	22
7.8.1	Balloting Group for a Standard.....	23
7.8.2	Interpretation of an Existing Standard	23
7.8.3	Standards Appeals.....	23
7.9	COMMUNICATIONS.....	24
7.9.1	Formal Internal Communications	25
7.9.2	Task Force, Working Group, and Subcommittee Publications.....	26

1 INTRODUCTION

In today's marketplace, standards development plays a critical role in product development and market share. In the IEEE, the responsibility for how a standard originates and evolves is managed by a Sponsor. It is essential in the management of a standard's development to avoid any actions by the Power Systems Instrumentation and Measurements Committee or the participants that result in a violation of procedures.

Adherence to these procedures is an essential asset in determining the applicability of IEEE's indemnification policy.

This manual contains procedures for the orderly transaction of activities of the Power Systems Instrumentation and Measurements Committee. For the development of standards, openness and due process must apply, which means that any individual with a direct and material interest who meets the requirements of these procedures 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, due process requires openness and balance (i.e., the standards development process should strive to have a balance of interests and not dominated by any single interest category). However, for the IEEE Standards Sponsor ballot, there shall be a balance of interests without dominance by any single interest category.

Participants engaged in the development of standards must comply with applicable federal, state, and international laws. In addition, for standards matters, the latest versions of several documents take precedence over this document in the following order:

New York State Not-For-Profit Corporation Law
IEEE Certificate of Incorporation
IEEE Constitution
IEEE Bylaws
IEEE Policies
IEEE Board of Directors Resolutions
IEEE Standards Association Operations Manual
IEEE-SA Board of Governors Resolutions
IEEE-SA Standards Board Bylaws
IEEE-SA Standards Board Operations Manual
IEEE-SA Standards Board Resolutions
Power & Energy Society Constitution and Bylaws
Power & Energy Society Technical Council Organization and Procedures Manual

Robert's Rules of Order (Revised) is the recommended guide and shall be followed on questions of parliamentary procedure not addressed in these procedures.

2 PURPOSE OF THE ORGANIZATION AND PROCEDURES MANUAL

This manual defines the organization of the IEEE Power and Energy Society Power Systems Instrumentation and Measurements Committee (the Committee), the scopes of the Committee and its Subcommittees, and the duties of the Committee officers, Subcommittee chairs and Working Group chairs. Membership qualifications for the Committee, the Subcommittees, and the working groups are stipulated. In addition, certain relevant operating procedures are defined.

An organization chart of the Committee is included as Annex A to this document. The Committee's administrative year shall begin on January 1, the same as the administrative year for the IEEE PES. All officers shall begin their terms on that date and serve for the prescribed term.

This manual conformed with the IEEE/PES Technical Council Organization and Procedures Manual, at the time it was approved.

3 IEEE POWER SYSTEMS INSTRUMENTATION AND MEASUREMENTS COMMITTEE SCOPE

The scopes encompass the technical responsibilities of the Committee and its Subcommittees and Working Groups. The scopes of Subcommittees and Working Groups are reviewed annually and any proposed changes are submitted to the Administrative Subcommittee (AdCom). Changes approved by AdCom are submitted to the next meeting of the Committee for a voice vote. Next, they are submitted to the Power and Energy Society (PES) Organization and Procedures Committee for review and to the Technical Council (TC) for final approval.

3.1 IEEE Power Systems Instrumentation And Measurements Committee

Technical Subcommittees and Working Groups, in addition to their technical responsibilities, will have direct responsibility for remaining cognizant of social implications, the environment, aesthetics, increased employment, and other matters as related to the practice of electrical engineering.

- a. Treatment of all matters in which the dominant factor is the manual or automatic instrumentation and measurement of the electrical parameters of equipment and systems for the generation, transmission, and distribution of electric power. As well as the measurement of current, voltage, power and power factor for various applications, the following are included in the Committee's purview:
 1. Digital Techniques in Electrical Measurements
 2. Electricity Metering
 3. Power Quality
 4. High Voltage Testing Techniques
 5. RLC Measurements

- b. Sponsorship and development (either alone or jointly with other technical committees and/or organizations) of standards, recommended practices, guidelines and policies as well as preparation of position papers and/or documents, technical conferences and/or sessions on matters related items above.
- c. Liaison and cooperation with other technical committees, societies, groups and associations concerned with various aspects of items above.

3.2 Administrative Subcommittee

- a. Plan and coordinate the activities of the main committee and its Subcommittees.
- b. Oversee through the Standards Subcommittee the development and approval of committee sponsored standards, recommended practices, guides and position documents.
- c. Oversee through the Recognition and Awards Subcommittee the nomination and presentation of awards.
- d. Maintain liaison with other technical committees, societies, groups and associations.
- e. Plan, coordinate and sponsor technical sessions and special technical conferences in the field of power system instrumentation and measurements.

3.3 Digital Techniques And Electrical Measurements Subcommittee

- a. Advance the theory and application of digital techniques for impulse measurements , including analog-to-digital converter (ADC) parameters, use of ADC in strong electromagnetic fields, and processing and implementation of ADC impulses.
- b. Advance the theory and application of digital techniques for ac measurements including accuracy considerations, harmonics, and low power factors.
- c. Standardize digital data acquisition and processing systems for use in laboratories and field measurements, including techniques for continuous monitoring of transmission line transients.
- d. Coordinate with other technical committees, groups, societies and associations as required.

3.4 Electricity Metering Subcommittee

- a. Advance the theory and application of electrical indicating and integrating instrumentation and measurements, both manual and automated, with primary emphasis on the application to power system frequencies.
- b. Encourage refinements in the establishment of the absolute values of electrical energy and related quantities.

- c. Develop and maintain the standards for the accuracy and precision of commercial electricity metering.
- d. Encourage development and correct usage of electrical terms, definitions, quantities, and units.
- e. Coordinate with other technical committees, groups, societies and associations as required.

3.5 High Voltage Testing Techniques Subcommittee

- a. Develop standard methods of measurement of high voltage and basic testing techniques that are generally applicable to all types of apparatus for alternating voltages, direct voltages, impulse voltages, and switching surge voltages. These include the determination of corona and contamination effects.
- b. Coordinate with other technical committees, groups, societies and associations as required.

3.6 RLC Measurements Subcommittee

- a. Develop standard methods of determining resistance, inductance, and capacitance under steady state and transient conditions of components of electric power systems, including measurements on apparatus and circuits with lumped and distributed parameters.
- b. Coordinate with other technical committees, groups, societies and associations as required.

3.7 Recognition And Awards Subcommittee

- a. Review the performance of working groups and individuals within the Committee and the quality of technical papers sponsored by the Committee to determine if IEEE or PES Recognition or Awards are justified.
- b. Coordinate activities with the PES Awards and Recognition Department as required.

3.8 Standards Subcommittee

- a. Responsible for cognizance of current status of standards sponsored by the Committee.
- b. Coordinate revision work of base standards by maintaining a list of requested changes and assigning them to the appropriate Technical Subcommittees. Coordinate inputs into a complete and logical document for submission to the Standards Board.
- c. Insure that the terminology and units used in standards developed by the Committee, correspond to what is internationally accepted.

- d. Coordinate activities with IEEE Standards Board and Standards Coordinators of other Technical Committees

4 IEEE POWER SYSTEMS INSTRUMENTATION AND MEASUREMENTS COMMITTEE RESPONSIBILITIES AND DUTIES

The responsibilities and duties of the Power Systems Instrumentation and Measurements Committee shall include the following:

- a. Promote and coordinate activities in its field.
- b. Sponsor technical sessions alone or jointly with other committees of PES or with other technical organizations.
- c. Within its scope, initiate and prepare standards, recommend practices and guides, cooperate in the preparation of standards with other groups and report on standards activities to the IEEE Standards Board.
- d. Initiating and overseeing ballots of proposed IEEE standards within its scope.
- e. Maintaining the standards developed by the Committee in accordance with the IEEE-SA Standards Board Operations Manual.
- f. Cooperating with other appropriate standards development organizations.
- g. Responding to requests for interpretations of the standards developed by the Committee.
- h. Arrange Special Technical Conferences either alone or jointly with other committees of PES or with other technical organizations.
- i. Review and grade technical papers.
- j. Initiate, propose and/or process awards for Committee, Subcommittee and working group members. Promote Senior Memberships and IEEE Fellow candidates and evaluate proposed Fellow candidates by other than committee sources.
- k. Offer cooperation with local sections/chapters of the IEEE PES.
- l. Select session Chairs and be responsible for presentation of papers at meetings designated by PES.
- m. Inform the general membership of the PES about the activities of the Committee by submitting news items to the Power Engineering Society Newsletter or to the Power and Energy Magazine, as appropriate.
- n. Encourage all who are qualified to seek membership in the Power Engineering Society and the Power System Instrumentation and Measurements Committee
- o. Acting on other matters requiring Committee effort, as provided in these procedures.
- p. Protecting against actions taken in the name of the Committee without proper authorization.

- q. Limiting distribution of the membership roster to appropriate parties.

5 ORGANIZATION

The Committee shall consist of the officers (see Paragraph 5.1), Subcommittee chairs and Working Group chairs, liaison representatives, emeritus members, and the general (voting) members, for which eligibility, qualifications, and duties are described in Paragraph **Error! Reference source not found.**

5.1 Officers

Officers shall be members of any grade of the IEEE Power & Energy Society and members of the IEEE-SA. They shall organize the Committee, oversee compliance with these Operating Procedures, and submit proposed standards approved by the IEEE SA balloting group (with supporting documentation) for IEEE-SA Standards Board review and approval as IEEE standards. Officers should read the training material available through IEEE Standards Development Online.

5.2 Appointment of Committee Officers

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

5.3 Term of Office

The Chair, Vice-Chair and Secretary appointments (by the Chair of the Technical Council) are nominally for a term of one year. However, the individuals selected for these positions are in practice expected to serve in each office for a period of two years, i.e., anticipating reappointment for the second year. Should circumstances require (such as because of the inability of a person to continue to serve), the term may be extended at the recommendation of the Committee, and with the approval of the Chair of the Technical Council.

5.4 Automatic Progression of Officers

The Committee employs automatic progression of its officers from Secretary to Vice-Chair to Chair, in a six year time span. Should circumstances require (such as because of the inability of a person to continue to serve), the term may be extended at the recommendation of the Committee, and with the approval of the Chair of the Technical Council.

5.5 Temporary Appointments to Vacancies

If an office becomes vacant due to resignation, removal, lack of nomination or for another reason, a temporary appointment shall be made by the Chair for a period of up to 12 months. An appointment for the vacated office shall be made in accordance with requirements in Clause 6.1.

5.6 Removal of Officers

An officer may be removed by a two-thirds vote of the Committee. Grounds for removal shall be included in any motion to remove an officer. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.

5.7 Responsibilities of Officers

5.7.1 Duties of the Chair

The responsibilities of the Chair shall include:

- a. Leading the activity according to all of the relevant policies and procedures
- b. Forming Study Groups, as necessary
- c. Appointing persons or groups with responsibility for interpretations of all approved standards
- d. Being objective
- e. Entertaining motions, but not making motions, (The chair shall vote only if necessary to break a tie.)
- f. Not biasing discussions
- g. Delegating necessary functions
- h. Ensuring that all parties have the opportunity to express their views
- i. Setting goals and deadlines and adhering to them
- j. Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- k. Seeking consensus of the Committee as a means of resolving issues
- l. Prioritizing work to best serve the group and its goals
- m. Ensuring that the Committee and all subgroups comply with the IEEE-SA Patent Policy
- n. Providing general supervision of the affairs of the Switchgear Committee
- o. The Chair shall preside at the meetings of the Committee and shall be an ex officio member of all of the Committee's subcommittees
- p. Monitoring the necessity of changing the scope of the Committee and obtain Administrative Subcommittee approval for such changes
- q. Monitoring the desirability of forming new subcommittees and the disbanding of other subcommittees as necessary

*Power System Instrumentation and Measurements Committee
Organization & Procedures Manual – August 2012*

- r. Being a member of the Technical Council and submit a written report of Committee activities at each Technical Council meeting for inclusion in the minutes
- s. Representing the Committee on the following Technical Council Committees:
 - a. Organization and Procedures Committee of the Technical Council
 - b. Policy Development Coordinating Committee of the PES, that is furnishing planning support to the Technical Council in the assigned technical areas
 - c. Technical Council Awards Committee
- t. Following progress of work in Subcommittees and expedite this work as necessary to meet the goals of the IEEE Power & Energy Society
- u. Encouraging members of the Committee to schedule and participate in technical sessions at General and Regional meetings. The Chair should seek for suitable subjects for Special Technical Conferences to promote advances in technology within the Committee's scope.
- v. Initiating the development of standards within the scope of the committee documents in accordance with the IEEE-SA Standards Board Operations Manual
- w. Promoting power engineering education within the scope of the Committee. With the aid of the Power & Energy Education Committee, planning tutorial sessions, publications, working group, subcommittee, and committee educational reports. Also, preparing data of use and interest to colleges and universities regarding the state of the art of power engineering and request (through the Power & Energy Education Committee) information from colleges and universities that would aid in problem solution. Maintaining an effective liaison with the Power & Energy Education Committee.
- x. Obtaining approval from the Technical Council on joint projects with organizations outside of the PES
- y. Attending all AdCom meetings and present a Chair's report
- z. The Chair will be responsible for the following activities, but may reassign them to other Committee members.
 - a. Review of IEEE position papers as assigned by the Chair of the Technical Council
 - b. Providing training for new working group chairs and orientation for new members

5.7.2 Duties of the Vice Chair

The Vice Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse him or herself (e.g., to speak for or against a motion).

The responsibilities of the Vice Chair shall include:

- a. Assisting the Chair in all duties

*Power System Instrumentation and Measurements Committee
Organization & Procedures Manual – August 2012*

- b. Representing the Committee, as Technical Committee Program Chair. The Vice Chair of the Committee serves as a Technical Committee Program Chair (TCPC) for all IEEE general meetings and conferences. This function includes the paper review of paragraph 7.7.2, scheduling, conducting of technical, and panel sessions at these meetings. The TCPC represents the Committee as a member of the Technical Council Technical Sessions Committee at the PES Technical Council Meetings. The Vice Chair of the Committee may designate a member to serve as TCPC for each meeting. TCPC may designate session chair for each
- c. Performing the function of the Technical Committee Publications Coordinator for the committee. Duties include processing the review of technical papers sent to the committee by PES Special Activities; planning the number of technical paper and panel sessions for PES sponsored meetings, planning joint sessions with other Technical Committees, and coordinating these plans with PES Special Activities or the designated PES meeting room coordinator for the specific meeting; and arranging for a Session Chair for each session sponsored by the Committee.
- d. Representing the Committee on the Technical Improvement Committee of the Technical Council
- e. Coordinating the meeting room requests for PES meetings. See the IEEE/PES Technical Council Organization and Procedures Manual for more details
- f. Biannually, in the second year as Vice Chair, reviewing the Committee Organization, Policies and Procedures Manual for currency and accuracy. Preparing revision recommendations for review by the Administrative Subcommittee as required
- g. Presiding at all AdCom meetings and present a Vice Chair's report

5.7.3 Duties of the Secretary

The responsibilities of the Secretary shall include:

- a. Scheduling meetings in coordination with the Chair and distributing a meeting notice at least 30 calendar days before the meeting
- b. Distributing the agenda at least 14 calendar days before the meeting
- c. Recording the minutes of the Committee meetings and publishing them within 60 calendar days of the end of the meeting
- d. Recording the minutes of the AdCom meetings and distributing them to the members
- e. Keeping records of attendance at all Committee meetings for the purpose of (1) estimating attendance and meeting room requirements for future meetings and (2) identifying, for the Chair, any inactive members whose status should be reviewed
- f. Maintaining a current "Invitation List" of Committee members and others who, by virtue of active participation or expressed interest should be contacted regarding committee meetings

- g. Keeping the Committee, Subcommittee, and Working Group rosters up to date and shall be responsible for submitting to the Secretary of the Technical Council an updated Committee Organization and Directory list for publication in the PES Organization Manual and Membership Directory. This information must be submitted by October 15th each year
- h. Being responsible for the management and distribution of Committee documentation
- i. Maintaining lists of unresolved issues, action items, and assignments
- j. Maintaining a current list of the names of the voting members and distributing it to the members upon request
- k. Forwarding all changes to the roster of voting members to the Chair
- l. Attending all AdCom meetings and presenting a Secretary's report
- m. Following IEEE policies concerning standards meetings and finances

5.7.4 Duties of the Standards Coordinator

The responsibilities of the Standards Coordinator shall include:

- a. Cognizance of the current status for all standards sponsored by the Committee
- b. Coordinating activities with IEEE Standards Board and Standards Coordinators of other Technical Committees
- c. Representing the Committee at the annual Technical Council's Standards Coordinating Committee meeting
- d. Attending all AdCom meetings and presenting a report on document status
- e. Assuring all documentation for opening a standards project (PAR) is complete and correct by performing a review prior to submission
- f. Assisting in the creation of Working Groups and authorizing the Working Group chair through the IEEE myBallot process
- g. Attending all meetings of the Committee and reporting any items requiring immediate or urgent action by the Committee

5.7.5 Duties of the Subcommittee Chair

The duties of the Subcommittee Chairs are:

- a. Supervise the affairs of their Subcommittee, under the general direction and guidance of the Committee Chair. Monitor and supervise the activities of the Working Groups under the direction of the Subcommittee.
- b. With the approval of the Committee Chair, if required, 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. May recommend appropriate papers each year for consideration for awards.
- h. Report verbally on the activities of the Subcommittee and its working groups at meetings of the Committee.
- i. Submit minutes of the meetings of their Subcommittee and its working groups, for inclusion in the Committee meeting minutes.
- j. Recommend members of their Subcommittee for membership on the Committee.
- k. Recruit and induct new Subcommittee members and retire members who no longer meet membership requirements.
- l. Canvass members annually to determine the member's continued interest in the Subcommittee.
- m. Issue letter of appointment to new Subcommittee members at the time of appointment

6 MEMBERSHIP OF POWER SYSTEM INSTRUMENTATION AND MEASUREMENTS COMMITTEE (VOTING MEMBERS)

The voting members of the Committee are appointed by the Chair upon recommendation of a Subcommittee Chair and the concurrence of the Administrative Subcommittee. The membership application form is shown in Annex B. Notification of appointment is given to the Chair of the Technical Council.

6.1 Eligibility and Qualifications

Selection and continuation of committee membership shall be determined by meeting all of the following qualifications:

- a) Technical competence in one or more particular branch(s) of engineering as specified in the scope of the Committee.
- b) Demonstrated 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 regular attendance at meetings, and participation at the Committee, Subcommittee and Working Group level; reviewing assigned papers for approval of presentation and

- publication; committing to timely return of Committee ballots; and suggesting, when possible, improvements in Committee operations.
- d) Continued participation in Committee functions such as serving as an officer, liaison representative, Subcommittee member or Working Group member.
 - e) 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.
 - f) Member in good standing of the IEEE Power & Energy Society and Standards Association.

6.2 Affirmation, Termination and Reinstatement of Membership

Committee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications as defined in Clause 6.1. 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 nonparticipating 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 he should be reinstated.

6.3 Emeritus Membership

The Chair, with the concurrence of the Administrative Subcommittee, may designate members as Emeritus Members.

The Emeritus Member classification is intended to apply to individuals who have made longstanding and notable contributions to the Committee, but because of a change of personal situations are unable to participate as Voting Members.

6.4 Voting Membership Roster

The roster shall include the following:

- a. Title of the Committee and its designation
- b. Scope of the Committee
- c. Officers: [name, email address, postal address, employer, affiliation]
- d. Other voting members: [name, email address, postal address, employer, affiliation]

6.5 Corresponding Membership

The Chair may offer Corresponding Membership to utilize the expertise of those who are not normally able to attend the Committee meetings. The qualifications and eligibility for membership, and continued membership, are the same as for Committee members, with the exception of the requirement of regular attendance at meetings. Corresponding Members may participate in all 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 Committee.

Corresponding members of a Subcommittee, Working Group, or Task Force may be appointed by the Chair of the Subcommittee, Working Group, or Task Force, with notification given to the Chair of AdCom.

6.6 Participation by Non-Members of IEEE

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

6.7 Subcommittees

When one or more Subcommittees are formed specifically to expedite the standards development work of the Committee, their formation, (and later disbandment) shall require approval by a majority vote of the Committee. The Chair of the Committee shall appoint the chair of each Subcommittee. The scope and duties delegated to the Subcommittee shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of AdCom. AdCom shall review the scope, duties, and membership of all standards development Subcommittees annually. The duties of the officers of the Subcommittee are the same in context as that for the Committee officers. Meetings of Subcommittees shall at a minimum be held annually at meetings of the Committee.

6.7.1 Eligibility and Qualification of Subcommittee (other than Administrative Subcommittee)

Subcommittee members shall be members of the IEEE Power Engineering Society. The members of the Subcommittees are appointed by the Chair of the Subcommittees upon receipt of an expression of interest and indication of ability to participate from the candidate. The Subcommittee Chair notifies the Chair of his appointments.

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 a

continually inactive or non-participating member by sending written notification to the affected member.

The returning of surveys and ballots and active contribution are the prime criteria for determining participation and continuation of Subcommittee membership.

6.7.2 Administrative Subcommittee Membership

The membership of the Administrative Subcommittee consists of the Committee officers, the immediate past Chair of the committee, the Past Chairs of the Committee who remain active in the Committee, and the Chairs of the various Subcommittees.

The officers of the Committee serve in their same capacity as Chair, Vice-Chair and Secretary of the Administrative Subcommittee.

The officers may invite others to attend AdCom meetings, i.e., IEEE representatives, working group chairs, meeting hosts, etc., as the need occurs.

6.7.3 Appointment of Subcommittee Chair

All Subcommittee Chairs shall be members of the Power System Instrumentation and Measurements Committee. The Chair of a Subcommittee is appointed by the Chair of the Committee with notification given to the Chair of the Technical Council. The Subcommittee Chair's term of office is one year with annual reappointment as appropriate.

6.7.4 Duties of Subcommittee Chair

The duties of the officers of the Subcommittee are the same in context as that for the Committee officers

In addition, Subcommittee chairs shall:

- a. Supervise the affairs of their Subcommittee, under the general direction and guidance of the Committee Chair. Monitor and supervise the activities of the Working Groups under the direction of the Subcommittee.
- b. With the approval of the Committee Chair, if required, 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. May recommend appropriate papers each year for consideration for awards
- h. Report verbally on the activities of the Subcommittee and its Working Groups at meetings of the Committee
- i. Submit minutes of the meetings of their Subcommittee and its working groups, for inclusion in the Committee meeting minutes publishing them within 60 calendar days of the end of the meeting
- j. Recommend members of their Subcommittee for membership on the Committee
- k. Recruit and induct new Subcommittee members and retire members who no longer meet membership requirements
- l. Canvass members annually to determine the member's continued interest in the subcommittee
- m. Notify new Subcommittee members at the time of appointment

6.8 Working Groups

6.8.1 Qualifications and Eligibility of Working Group Members

Working Group members need not be a member of the Power Engineering Society, but are encouraged to join the Society. The members of 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 returning of ballots and active contribution are the prime criteria for determining participation and continuation of Working Group membership.

6.8.2 Appointment of Working Group Chairs

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

6.8.3 Qualifications and Eligibility of Working Group Chairs

The Chair of a Working Group shall be a member of the Power & Energy Society, and a member of the IEEE-SA. 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. He must have a sufficient level of expertise within the Working Group's subject of assignment.

b. Procedural Experience

The Working Group Chair should have been actively participating in 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. He should have leadership qualities as demonstrated by thoughtful engagement in debate and discussion. He should have excellent verbal and written communication skills.

d. Administrative Support

The Working Group Chair should have access to appropriate computer and other necessary facilities for the distribution of drafts as well as the final document.

e. In conducting meetings the Working Group chair shall:

f. Be objective

g. Entertain motions, but not make motions

h. Not bias discussions

i. Delegate necessary functions

j. Ensure that all parties have the opportunity to express their views

k. Set goals and deadlines and adhere to them

l. Be knowledgeable in IEEE-SA standards processes and parliamentary procedures and ensure that the processes and procedures are followed

m. Seek consensus of the Working Group as a means of resolving all issues

n. Prioritize objectives to best serve the Working Group and the goals

Guidance for Working Group chairs in properly conducting business and understanding the process of standards development can be obtained at the IEEE-SA Standards Development Online web site at:

<http://standards.ieee.org/resources/development/index.html>

6.9 Liaison Representatives

The Committee will, at various times, wish to establish a close affiliation with other select bodies. On such occasion the Chair, with the concurrence of AdCom, will designate one or more members as official liaison from the Power System Instrumentation and Measurements Committee. The person selected will have demonstrated an ability and willingness to serve in this capacity.

The member selected will normally serve for the term of the liaison requirement.

The member will submit a written report to the Chair and Secretary of activity resulting from the liaison assignment.

7 Conduct

Participants shall demonstrate respect and courtesy towards each other and shall allow each participant a fair and equal opportunity to contribute to the meeting, in accordance with the [IEEE Code of Ethics](#).

7.1 Quorum

A quorum must be identified before the initiation of Committee business at a meeting, but if a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in paragraph 7.5. A quorum shall be defined as a majority of the current total voting membership.

- a. Voting members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.
- b. Emeritus Members present at meetings shall be counted when determining whether a quorum exists, but when absent Emeritus Members shall NOT be counted in the equation to determine the number required to establish a quorum.

7.2 Voting Requirements for Motion

A motion may be made by any member during a meeting of the Committee. A second to the motion by another member is required prior to the call for the vote. Following the discussion of the motion (if any), the Chair calls for the vote on the proposal by the Committee membership in attendance. A simple majority vote is required for approval of the motion.

The wording of the motion, the name of the member who made the motion, the name of the member seconding the motion and the results of the vote are recorded in the 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 ballot. Such approvals shall require an affirmative majority vote.

7.3 Executive Session

Meetings to discuss personnel or business matters (e.g., the negotiation of contracts), or for other appropriate non-public matters (e.g., the receipt of legal advice), may be conducted in Executive Session.

7.4 Voting

Approval of an action requires approval by a majority vote of the Committee. Notification of the potential for action shall be included on any distributed agendas for meetings.

These actions include

- a. Adoption of new or revised Committee procedures, interest categories, or revisions thereof
- b. Formation of a subgroup, including its scope and duties
- c. Disbandment of subgroups
- d. Approval of minutes
- e. Approval of public statements
- f. Approval of change of the Committee scope
- g. Approval of termination of the Committee

7.5 Voting between Meetings

The Committee shall be allowed to conduct Committee business between meetings at the discretion of the Chair by use of a letter or electronic ballot. If such actions are to be taken, they shall follow the rules of IEEE Bylaw I-300.4(4).

<http://www.ieee.org/web/aboutus/whatis/bylaws/i-300.html>

7.6 Endorsement of Fellow Award

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

http://www.ieee.org/membership_services/membership/fellows/fellow_nomination_forms.html

7.7 Evaluation and Presentation of Technical Papers

7.7.1 Responsibility for Evaluation of Conference Papers

The responsibility for all matters related to the evaluation of conference papers and their presentation at the various IEEE general meetings and conferences throughout the year resides with the Vice Chair of the Committee. (See **Error! Reference source not found.**).

7.7.2 Technical Paper Review Procedure

For reviewer and editor guidelines, refer to Part 8 of the Authors kit on the Power & Energy Society web page:

<http://www.ieee-pes.org/images/pdf/pg8-reviewer-editor-guidelines.pdf>

Any paper designated by the reviewers as a possible prize paper is referred to the Chair of the Education, Recognition and Publications Subcommittee.

7.8 Development of IEEE Standards

The IEEE Standards Association (IEEE-SA) defines the procedures to be used in the development of a standard, recommended practice or guide in a series of documents that are subject to continual updating and revision.

Members responsible for the preparation of a standard, recommended practice or guide are charged with assuring conformance with the latest revisions of the rules and requirements defined in the IEEE-SA Standards Board Operations Manual, the IEEE-SA Standards Board Bylaws, and the following documents:

- a. Project Authorizations Request (PAR) Form
- b. IEEE-SA Standards Board Working Guide for Submittal of Proposed IEEE Standards
- c. IEEE-SA Copyright Policy
- d. IEEE Standards Style Manual
- e. IEEE-SA Metric Implementation Plan
- f. What you need to know about IEEE Standards and the Law.
- g. What you need to know about IEEE Standards and Indemnification.

These documents may be found on the IEEE Standards Association and IEEE Power & Energy Society websites.

<http://standards.ieee.org/resources/index.html>

Standards developed by working groups will be completed in accordance with the guidelines contained in Annex E.

7.8.1 Balloting Group for a Standard

For approval of proposed standards, the Committee shall form a balloting group. This group shall be formed using the invitation process in accordance with the IEEE-SA Standards Board Operations Manual.

7.8.2 Interpretation of an Existing Standard

Occasionally a member may be approached to offer an interpretation of a matter treated in a standard which may be unclear or ambiguous to the questioner. No member is authorized to individually act on behalf of the Power System Instrumentation and Measurements Committee in response to such a question. The party posing the question must be advised to direct the question to the IEEE Standards Office, which will route the request for clarification to the Power System Instrumentation and Measurements Committee. Procedures to be followed for Standards Interpretations are detailed in the Technical Council Organization and Procedures Manual with Specific assignments as follows:

- a. The IEEE Standards Office will forward all requests for interpretation to the Chair of the Power System Instrumentation and Measurements Committee.
- b. The Committee Chair will forward the request to the Chair of the Subcommittee from which the standard originated within 5 days of receipt.
- c. The Subcommittee Chair will solicit, within 5 days of receipt, an interpretation of the standard from an *ad-hoc* group consisting of two or more Subcommittee members.
- d. The *ad-hoc* group will develop a response within 30 days, by meeting via teleconference or exchange of e-mails or facsimiles, and submit a formal response to the Subcommittee Chair for review. Interpretations shall be approved by at least a two-thirds majority vote of the *ad-hoc* group.
- e. The Subcommittee Chair will send the proposed interpretation to the Administrative Subcommittee and if no objections to the interpretation are raised within 15 days, the response will be forwarded to IEEE for return to the requester.
- f. The request and approved interpretation shall be mailed to all members of the Subcommittee by the Subcommittee Chair with the next correspondence to the Subcommittee members.

7.8.3 Standards Appeals

The Power System Instrumentation and Measurements Committee recognizes the right of appeal on procedural grounds. Every effort will 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.

The procedure below describes how the Power System Instrumentation and Measurements Committee will hear appeals to actions or inactions that occur before a draft standard is balloted. This procedure supplements the procedure in Section 5.8, IEEE-SA Standards Board Operations Manual. Every attempt will 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 Subcommittee responsible for the standard. An appeal committee, chaired by the Power System Instrumentation and Measurements 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 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 working group for comment. Such comments shall be expeditiously submitted to the Appeal Panel.

The Appeal Panel shall review the complaint and other information as necessary, and decide if a hearing is required. If the Appeal Panel dismisses the complaint, the appellant shall be so informed in writing with reasons for the decision. The Appeal Panel may try to resolve the issue with informal discussions with the concerned parties. If necessary, the appeal shall be heard by the Appeal Panel during a time convenient to all parties before the next regular meeting of the Power System Instrumentation and Measurements 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 Appeal Panel within 30 days of hearing the appeal and communicated to the parties concerned, Chair of the appeal committee, and Chair of the Power System Instrumentation and Measurements Committee.

Procedures to be followed for Standards Appeals are detailed in the IEEE Standards Association and IEEE Power & Energy Society websites.

<http://standards.ieee.org/resources/index.html>

7.9 Communications

All correspondence on behalf of the Power System Instrumentation and Measurements Committee shall contain identification of the Committee as the source of the correspondence.

7.9.1 Formal Internal Communications

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, and the Power System Instrumentation and Measurements Committee officers.

7.9.1.1 External Communications

Inquiries relating to the Power System Instrumentation and Measurements Committee 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.

7.9.1.2 Public Statements for Standards

All Committee public statements shall comply with the policies of the *IEEE-SA Standards Board Operations Manual*.

7.9.1.3 Committee (and Subgroup) Public Statements

Committee statements shall not be released without prior approval by AdCom, which requires two-thirds vote, using the procedure for Interpretations (see paragraph 7.8.2 of these procedures.)

Subcommittee and Working Group statements shall not be released without prior approval of the Subcommittee or Working Group. Such public statements also require approval of the Committee.

Subcommittee and Working Group public statements shall be identified in the first paragraph of the public statement as being specifically the position of the Subcommittee or Working Group. These statements shall be issued by the Subcommittee or Working Group chair and shall include the Committee Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the Committee logos.

7.9.1.4 Public Statements to be Issued by Other Entities

If the Power System Instrumentation and Measurements Committee wishes to go to another IEEE entity (as defined in Section 15 of the IEEE Policy and Procedures) to have that entity offer a public statement on a standards matter, they shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA Board of Governors. Upon AdCom approval, proposed public statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

7.9.1.5 Informal Communications

Informal communications shall not imply that they are a formal position of the IEEE, the IEEE-SA, or the Switchgear Committee.

7.9.1.6 Standards Publicity

The Committee is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see subclause 5.1.4 of the IEEE-SA Standards Board Operations Manual for further instructions.

7.9.2 Task Force, Working Group, and Subcommittee Publications

This procedure applies to documents developed by Task Forces, Working Groups, or Subcommittees of the IEEE Power System Instrumentation and Measurements Committee that are not balloted. These may be technical papers or special publications.

The document may list in its title the name of the group preparing the document. i.e. “IEEE Task Force Report on ...,” or “IEEE Working Group Report on ...” The document shall not name the document as an IEEE Power System Instrumentation and Measurements Committee report unless a draft is mailed and a ballot is conducted of the IEEE Power System Instrumentation and Measurements Committee members.

Technical papers to be published in the IEEE PES Transactions on Power Delivery shall follow procedures for PES technical papers.

Special publications shall follow procedures that allow for prior review and discussion of the contents by interested parties, as follows:

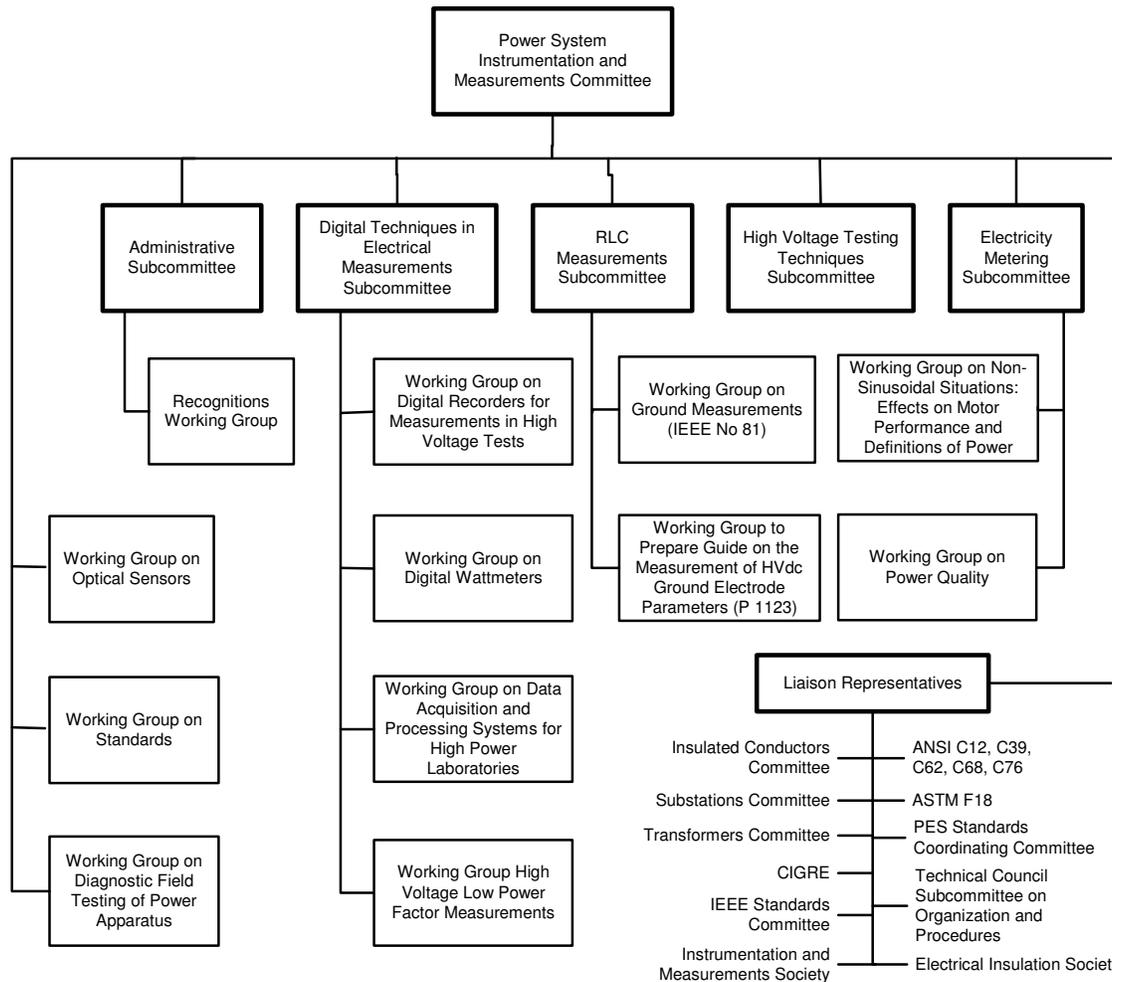
- a. Announcement of the availability of a draft for review and a deadline for written discussions shall be published with the applicable subcommittee minutes and minutes of the IEEE Power System Instrumentation and Measurements Committee.
- b. A draft copy for review shall be made available at the registration desk for the next IEEE Power System Instrumentation and Measurements Committee meeting.
- c. Draft copies shall be made available to those requesting copies for a charge equal to reproduction and mailing expenses.
- d. Written discussions of the special publication shall be mailed to the Chair of the group preparing the document. The discussion and a closure shall be published with the final document.

*Power System Instrumentation and Measurements Committee
Organization & Procedures Manual – August 2012*

Annex A

The IEEE Power System Instrumentation and Measurements Committee Organization

Working Groups As Required



Annex B

The IEEE Power System Instrumentation and Measurements Committee Organization

References

- h. IEEE Standards Board Bylaws
<http://standards.ieee.org/guides/bylaws/>
- i. IEEE-SA Standards Board Operations Manual
<http://standards.ieee.org/guides/opman/>
- j. Power & Energy Society Constitution and Bylaws
<http://www.ieee-pes.org/about-pes/governance-documents>
- k. Power & Energy Society Technical Council Organization and Procedures Manual
<http://www.ieee-pes.org/technical-committees>
- l. Roberts Rules of Order (Revised)
<http://www.robertsrules.com/>
- m. IEEE-SA Patent Policy
<http://standards.ieee.org/guides/bylaws/sect6-7.html>
- n. IEEE Code of Ethics
http://www.ieee.org/membership_services/membership/ethics_code.html
- o. IEEE Financial Operations Manual
<http://standards.ieee.org/guides/opman/>
- p. IEEE-SA Standards Board Style Manual
<http://standards.ieee.org/guides/opman/sect6.html>
- q. PES Meeting Technical Paper Policies
<http://www.ieee-pes.org/meetings-and-conferences/calls-for-papers/pes-meeting-technical-paper-policies>
- r. PES Author's Kit
<http://www.ieee-pes.org/meetings-and-conferences/calls-for-papers/pes-authors-kit>
 - Technical Session Guide for the Presenter
 - Technical Session Guide for the Session Chair
 - Guidelines for Preparing Visuals for PES Presentations