

IEEE POWER & ENERGY SOCIETY
SWITCHGEAR COMMITTEE
ORGANIZATION AND PROCEDURES MANUAL

December 17, 2018

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1. Introduction

The IEEE PES Switchgear Committee is one of the committees under the Technical Council of the Power & Energy Society. The Switchgear Committee is organized into nine subcommittees as delineated under clauses 3.1 - 3.9.

This document outlines the orderly transaction of activities of the Switchgear Committee, outside of the scope of standards development, which is defined by the approved IEEE PES Switchgear Committee Policies and Procedures for Standards Development 14 June 2018 (P&P).

2. Purpose of the Organization and Procedures Manual

The purpose of this organization and procedures manual is to define the organization of the IEEE PES Switchgear Committee (the Committee), the scopes of the committee and its subcommittees, and the duties of the committee officers, subcommittee chairs and working group chairs in addition to the requirements from the Switchgear Committee P&P. In addition, certain relevant operating procedures are defined herein.

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

This manual conforms to the IEEE/PES Technical Council Organization and Procedures Manual, September 2018.

3. Scope

In addition to the scope defined in the Switchgear Committee P&P, the Committee is also responsible for the following:

- Matters relating to switchgear or switchgear devices for applications covered by another technical committee if emphasis is on particular requirements of the application.
- Sponsorship and development (either alone or jointly with other technical committees and/or organizations) of standards, recommended practices, guides and policies as well as preparation of position papers and/or documents, technical conferences and/or sessions on matters related to the items above.
- Liaison and cooperation with other technical committees, societies, organizations, groups and associations concerned with various aspects of the items above.
- To aid in reducing duplication of effort, the Committee, may accept documents prepared by IEC, NEMA, AEIC, CIGRE, ANSI Committees, or other organizations and review those portions of the documents under the Committee jurisdiction.

The scope of each of the Committee subcommittees is provided below.

3.1 Administrative Subcommittee (ADSCOM)

Coordination of activities of the Committee and its subcommittees. Development and administration of the policy and general affairs of the Committee. Provide assistance and advice to the Committee Chair as needed or requested.

3.2 Education, Recognition, and Publications Subcommittee (ER&P)

Promote switchgear education, provide tutorials, provide recognition of significant achievements in the switchgear field (including bibliographies), Committee marketing and promotion, and furnish planning support to the Committee as directed by the Administrative Subcommittee.

Coordinate with other technical committees, groups, societies, and associations as required.

Recommend and maintain honorary members list, as published on the Committee website.

Coordinating and encouraging Fellows nominations of Committee members.

Evaluation of technical papers about topics within the scope of the Committee and the presentation of those papers at the various IEEE PES General Meetings and other PES conferences.

3.3 High Voltage Circuit Breaker Subcommittee (HVCB)

Treatment of all matters relating to high voltage power circuit breakers (above 1000 V ac nominal, above 3200 V dc).

Develop and maintain related standards, recommended practices, and guides for such products.

Coordinate with other technical committees, groups, societies, and associations as required.

3.4 High Voltage Fuses Subcommittee (HVF)

Treatment of all matters relating to high voltage fuses (above 1000 V ac).

Develop and maintain related standards, recommended practices, and guides for such products.

Coordinate with other technical committees, groups, societies, and associations as required.

3.5 High Voltage Switches Subcommittee (HVS)

Treatment of all matters relating to high voltage indoor and outdoor switches and interrupters (above 1000 V ac, above 3200 V dc) except for the following devices:

- * Distribution cutouts.
- * Switches used in metal-enclosed and pad-mounted switchgear.
- * Separable insulated connectors.
- * Circuit breakers, circuit switchers, sectionalizers, and reclosers.

- * Gas-insulated switchgear.
- * Capacitor switches.
- * Switches rated 38 kV ac and below used on distribution systems except air insulated overhead applications.
- * Fuses equipped with integral switches.

Develop and maintain related standards, recommended practices, and guides for such products.

Coordinate with other technical committees, groups, societies, and associations as required.

3.6 Low-Voltage Switchgear Devices Subcommittee (LVSD)

Treatment of all matters relating to low voltage devices (1000 volts ac nominal and below, 3200 volts dc and below), such as low voltage power circuit breakers, fusible switching devices, and other low voltage power switching devices, except molded case circuit breakers and network protectors, for use in switchgear assemblies or in individual enclosures for separate mounting.

Develop and maintain related standards, recommended practices, and guides for such products.

Coordinate with other technical committees, groups, societies, and associations as required.

3.7 Reclosers and Other Distribution Equipment Subcommittee (RODE)

Treatment of all matters relating to distribution switching and overcurrent protective equipment, including reclosers, sectionalizers, fault interrupters, capacitor switches, pad-mounted switchgear, and submersible switchgear; except for high voltage fuses and high voltage overhead air switches.

Develop and maintain related standards, recommended practices, and guides for such products.

Coordinate with other technical committees, groups, societies, and associations as required.

3.8 Switchgear Assemblies Subcommittee (SA)

Treatment of all matters relating to switchgear assemblies.

Develop and maintain related standards, recommended practices, and guides for such products.

Coordinate with other technical committees, groups, societies, and associations as required.

3.9 Technology and Innovation Subcommittee (TI)

Facilitates and conducts research related to switchgear, circuit breakers and fuses that are covered under IEEE switchgear standards.

Develops technical reports and makes recommendations for further advancement of IEEE switchgear standards.

Coordinates with other technical committees, groups, societies, and associations as required.

The Technology and Innovation Subcommittee may recommend development of standards on innovation topics but does not develop standards. Standards that result from innovation activities shall be developed in one of the other defined subcommittees.

4. Organization

The Committee is composed of the officers (see Clause 6.1), standing positions (see Clause 6.2), subcommittee and working group chairs, liaison representatives, honorary members, and the general (voting) members, for which eligibility, qualifications, and duties are described. Robert's Rules of Order (newly revised) will be used for all meeting procedures unless otherwise stated herein.

5. Responsibilities of the Switchgear Committee

See Clause 2 of the Switchgear Committee P&P.

6. Officers and Standing Positions

6.1 Officers

The responsibilities of the Officers are defined in Clause 3.4 of the Switchgear Committee P&P and IEEE/PES Technical Council Organization and Procedures Manual. Additional responsibilities are listed below.

6.1.1 Chair

The responsibilities of the Committee Chair shall also include:

- * Have final responsibility in all matters considered by the Committee and its Subcommittees and Working Groups.
- * Serve as a member of the ADSCOM, Meeting Planning Group, and ER&P.
- * Annual review of the Committee membership.
- * Provide a Committee's membership report to the Secretary of the IEEE PES Technical Council by October 15 of each year.

6.1.2 Vice Chair

The responsibilities of the Committee Vice Chair shall also include:

- * Chair the Administrative Subcommittee (ADSCOM).
- * Chair the Meeting Planning Group, including negotiating and signing meeting venue and social contracts in accordance with IEEE policy.
- * Serve as a member of ER&P.

- * Prepare and distribute meeting schedule for each Committee meeting.
- * Serve as backup to the Meeting Coordinator.

6.1.3 Secretary

The responsibilities of the Secretary shall also include:

- * Preparing, distributing, and keeping Committee records (i.e. Committee roster, minutes-of-meetings, etc.). The official minutes of meetings are kept on the Committee website.
- * Prepare and distribute agendas and minutes, and announce meeting dates and times, for both the Committee and the ADSCOM meetings.
- * Serve as secretary of the ADSCOM, Meeting Planning Group, and ER&P.

6.1.4 Treasurer

The responsibilities of the Treasurer shall also include:

- * Maintain the financial records of the Committee within IEEE Finance policies.
- * Send a monthly financial statement to the officers of the Committee.
- * Provide annual financial reports of the Committee to IEEE Finance.

6.1.5 Standards Coordinator

No additional responsibilities.

The Standards Coordinator is annually appointed by the Committee Chair, with no defined term limits.

6.1.6 Immediate Past Chair

The responsibilities of the Immediate Past Chair shall also include:

- * Responsible for managing the review and approval processes for the Committee's Organization and Procedures Manual, Policies and Procedures Manual, and baseline Working Group Policies and Procedures Manual.
- * Training for Committee and Committee subcommittee officers regarding the approved Organization and Procedures Manual, Policies and Procedures Manual, and baseline Working Group Policies and Procedures Manual.

6.2 Committee Standing Positions

In addition to Clause 3 of the Switchgear Committee P&P, the Committee may also have a Registrar, Meeting Coordinator, and Webmaster. A person may simultaneously hold the

positions of Technical Committee Program Chair, Registrar, Meeting Coordinator, Webmaster, and another position and/or office. The responsibilities of each Standing Position are listed below.

6.2.1 Registrar

The responsibilities of the Registrar are as follows:

- * Serving as a member of the Meeting Planning Group.
- * Maintaining software for meeting attendance and support registration, as well as printing name badges.
- * Issuing announcements for bi-annual Committee meeting face-to-face meetings.
- * Process all accounts receivable for the Committee and report such activities as required. This includes:
 - Collecting Registration Fees
 - Collecting Sponsor Donations

The Committee Registrar is annually appointed by the Committee Chair, with no defined term limits.

6.2.2 Meeting Coordinator

The Meeting Coordinator is responsible for implementing meeting contracts with the meeting venue. The Meeting Coordinator coordinates all meeting planning activities with the Committee Vice-Chair, including copying on correspondence with venues and regular updates on the upcoming meeting(s). The Meeting Coordinator is annually appointed by the Committee Chair, with no defined term limits.

6.2.3 Webmaster

The Webmaster is responsible for building, maintaining, and updating the Committee's web pages. The Webmaster is annually appointed by the Committee Chair, with no defined term limits.

6.3 ER&P Standing Positions

In order to support the activities of ER&P, the Committee may also have Technical Paper Editor(s), a Technical Committee Program Chair (TCPC), Fellows Coordinator, and Marketing Coordinator.

6.3.1 Transactions Papers Editor(s)

The responsibility for all matters related to the handling of IEEE PES Transactions papers within the scope of the Committee resides with the Transactions Paper Editor(s) of the Committee. The Transaction Paper Editor(s) is/are annually

appointed by the ER&P Chair, with no defined term limits. The Transaction Paper Editor(s) may designate a person within the Committee to perform these duties under his or her supervision.

The paper review procedures will be as specified by the Editor-in-Chief of the *Transactions on Power Delivery*.

6.3.2 Technical Committee Program Chair (TCPC)

The Technical Committee Program Chair (TCPC) is a member of and reports to ER&P. The TCPC is annually appointed by the ER&P Chair, with no defined term limits.

The TCPC is responsible for the coordination of the review of PES Proceedings papers (abstracts and papers), panel session and special educational session summaries, and other IEEE conference papers. The TCPC may draw upon the expertise of the committee members for paper review. The TCPC may designate a member to serve as a review coordinator for a conference. The responsibilities of the (TCPC) shall include at least the following:

- * Administer the review of Proceedings Papers for Power & Energy Society meetings, conferences, and joint meetings.
- * Representing the Committee on the IEEE PES Technical Council Technical Sessions Committee via teleconference or in person.
- * Attending all ADSCOM and Committee meetings and submit a bi-annual TCPC report to the Committee.

6.3.3 Fellows Coordinator

The Fellows Coordinator is a member of and reports to ER&P. The Fellows Coordinator is annually appointed by the Committee Chair, with no defined term limits.

The Fellows Coordinator is responsible for coordinating and encouraging the nomination process for Committee members to become IEEE Fellows. The Committee Chair shall submit fellow endorsements approved by ER&P.

6.3.4 Marketing Coordinator

The Marketing Coordinator is a member of and reports to ER&P. The Marketing Coordinator is annually appointed by the ER&P Chair, with no defined term limits.

The Marketing Coordinator is responsible for marketing the Committee to those outside of the Committee, with the objectives of making the Committee activities more widely known, encouraging others to become active in the Committee, and increasing participation by younger members of the electrical engineering profession.

Responsibilities of the Marketing Coordinator include, but are not limited to, the following:

- * Create or coordinate marketing materials for the Committee.
- * Coordinate submittal of and creation of tutorials, technical papers, and similar materials that can be included in the PES Resource Center.

Respond to requests for marketing materials from the PES Technical Council.

6.4 Liaison Representatives

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

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

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

7. Membership

Membership is defined in Clause 4 of the Switchgear Committee P&P and additions herein.

7.1 Honorary Membership

Honorary members may count towards the quorum if they are in attendance at the meeting.

The Honorary Member may receive financial assistance when attending the bi-annual Committee meeting. Such requests must be submitted in writing to the Committee Chair at least four weeks in advance of the Committee meeting.

8. Subcommittees

ADSCOM shall review the scope, duties, and membership of all subcommittees annually. Subcommittee Officers and membership will be in accordance with Clause 5 of the Switchgear Committee P&P and IEEE/PES Technical Council Organization and Procedures Manual unless otherwise stated herein.

8.1 Duties of the Subcommittee Officers

The duties of the officers of the Subcommittee are the same, in context, as that for the Committee officers with the addition of any delegated tasks from the ADSCOM.

The Subcommittee officers may appoint up to three Subcommittee liaisons to the TI Subcommittee.

8.2 ADSCOM Membership

The membership of the ADSCOM consists of the Committee officers, Chairs of the respective Subcommittees, the Immediate Past Committee Chair, Registrar, Webmaster, Meeting Coordinator, and past Committee Chairs if they are attending the ADSCOM meeting.

8.3 ER&P Membership

The membership of the ER&P consists of the Committee officers, Chairs of the Subcommittees, the Immediate Past Committee Chair, Fellows Coordinator, Marketing Coordinator, TCPC, and Transactions Papers Editor(s). The ER&P Chair is annually appointed by the Committee Chair, with no defined term limits.

8.4 Technology and Innovation Membership

The membership of the TI consists of a Chair appointed by the Committee Chair, and up to three liaisons appointed by each of the Subcommittees, as well as Committee officers if they are attending the TI meeting. Additional membership may be extended to individuals fulfilling the requirements in Clause 4 of the Switchgear Committee Working Group Policies and Procedures. The TI Chair is annually appointed by the Committee Chair, with no defined term limits.

9. Subgroups

9.1 Working Groups

See Clause 5.2 within the Switchgear Committee P&P.

9.2 PAR Study Groups

See Clause 5.4.1 within the Switchgear Committee P&P.

9.3 Task Force Groups

Task Forces are responsible for the narrow scoped tasks, and terminate at the completion of the project. Task Force results may contribute to Working Groups, but are not directly standards related activities. However, Task Forces operate under the same guidelines as Working Groups, as defined within Clause 5.2 within the Switchgear Committee P&P.

The Sponsor Chair shall appoint the initial Chair of a new Task Force.

Voting membership shall be granted automatically to those participants attending the first meeting of a newly chartered Task Force upon their request. After the first meeting, voting members are subject to the requirements in Clause 4 of the Switchgear Committee Working Group Policies and Procedures.

9.4 Ad Hoc Groups

A sponsor (committee, subcommittee, or another subgroup – excluding other ad hoc groups) may form an ad hoc group to form recommendations for Sponsor activity to address specific issues only, and therefore, are considered temporary for the duration of the assignment. Ad hoc groups self-terminate after six months, or at the completion of the assignment, whichever ever comes first. An ad hoc may be extended once at the approval of the Sponsor Chair.

The Sponsor Chair shall appoint the Chair of a new ad hoc.

Due to their short duration, and limited authority for action, membership to an ad hoc is at the discretion of the Sponsor Chair and/or Ad Hoc Chair.

9.5 Meeting Planning Group

The Meeting Planning Group is responsible for evaluating and selecting future venues for the Committee's bi-annual face-to-face meetings, as well as approving any changes in meeting fees.

The Chair of ADSCOM is the Meeting Planning Group Chair.

The Meeting Planning Group membership includes the Committee Chair, Secretary, Treasurer, Registrar, Meeting Coordinator, and other Committee members appointed by the Meeting Planning Group Chair.

9.6 Fellows Nominating Group

The Fellows Nominating Group coordinates and encourages nominations of persons participating in the Switchgear Committee activities for elevation to the IEEE Fellows membership status.

The Fellows Coordinator is the Fellows Nomination Group Chair, and reports to ER&P.

Membership of the Fellows Nominating Group is not restricted, and anticipated to remain fluid due to the dynamic nature of this activity.

10. Meetings

See Clause 6 of the Switchgear Committee P&P.

11. Vote

In addition to Clause 7 of the Switchgear Committee P&P, approval of a non-standard related action requires approval by a majority vote of the Committee. Notification of the potential for action should be included on any distributed agendas for meetings.

12. Communications

See Clause 8 of the Switchgear Committee P&P.

13. Task Force, Working Group, & Subcommittee Publications

This procedure applies to documents developed by Task Forces, Working Groups, or Subcommittees of the Committee that are not balloted. These may be technical papers or special publications such as PES Technical Reports.

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 a Committee report unless a draft is circulated and a ballot is conducted of the Committee members.

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

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

- * 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 Committee.
- * Paper draft copies shall be made available to those requesting copies for a charge equal to reproduction and mailing expenses.
- * Written discussions of the special publication shall be e-mailed or mailed to the Chair of the group preparing the document. The discussion and a closure shall be published with the final document.