

IEEE POWER & ENERGY SOCIETY
TRANSMISSION AND DISTRIBUTION COMMITTEE
ORGANIZATION AND PROCEDURES MANUAL
Revision: 2014 Revision

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

Revision: 2014 Revision

Approved: 2014 July 31

**William A. Chisholm, Chair
IEEE PES Transmission and Distribution Committee**

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

Table of Contents

1. INTRODUCTION.....	1
2. PURPOSE OF THE ORGANIZATION AND PROCEDURES MANUAL	1
3. IEEE TRANSMISSION AND DISTRIBUTION COMMITTEE SCOPE.....	1
3.1 SCOPE OF SUBCOMMITTEES	2
3.1.1 <i>Administrative Subcommittee</i>	2
3.1.2 <i>Capacitor Subcommittee</i>	2
3.1.3 <i>DC and Flexible AC Transmission Subcommittee</i>	2
3.1.4 <i>Distribution Subcommittee</i>	3
3.1.5 <i>Engineering in the Safety, Maintenance, and Operation of Lines Subcommittee</i>	3
3.1.6 <i>General Systems Subcommittee</i>	3
3.1.7 <i>Integration of Renewable Energy into the T&D Grids Subcommittee</i>	3
3.1.8 <i>Overhead Lines Subcommittee</i>	3
3.1.9 <i>Power Quality Subcommittee</i>	4
3.2 CHANGES IN SCOPE OF THE TRANSMISSION AND DISTRIBUTION COMMITTEE	5
4. ORGANIZATION	5
5. RESPONSIBILITIES OF THE TRANSMISSION AND DISTRIBUTION COMMITTEE.....	5
6. OFFICERS	6
6.1 ELECTION OR APPOINTMENT OF COMMITTEE OFFICERS	6
6.2 TERM OF OFFICE	6
6.3 AUTOMATIC PROGRESSION OF OFFICERS	7
6.4 TEMPORARY APPOINTMENTS TO VACANCIES	7
6.5 REMOVAL OF OFFICERS	7
6.6 RESPONSIBILITIES OF OFFICERS	7
6.6.1 <i>Chair</i>	7
6.6.2 <i>Vice Chair</i>	9
6.6.3 <i>Technical Committee Program Chair (TCPC)</i>	9
6.6.4 <i>Vice Chair – Awards and Recognition</i>	10
6.6.5 <i>Vice Chair – Standards</i>	10
6.6.6 <i>Treasurer</i>	10
6.6.7 <i>Other Committee Positions</i>	10
7. MEMBERSHIP.....	11
7.1 TRANSMISSION AND DISTRIBUTION COMMITTEE MEMBERS	11
7.2 ELIGIBILITY AND QUALIFICATIONS	11
7.3 AFFIRMATION, TERMINATION, AND REINSTATEMENT OF MEMBERSHIP.....	11
7.4 VOTING MEMBERSHIP ROSTER	12
7.5 CORRESPONDING MEMBERSHIP	12
7.6 EMERITUS MEMBERSHIP	12

7.7	PARTICIPATION BY NON-MEMBERS OF IEEE	13
8.	SUBCOMMITTEES.....	13
8.1	APPOINTMENT OF SUBCOMMITTEE CHAIR	13
8.2	DUTIES OF THE SUBCOMMITTEE CHAIR	13
8.3	ELIGIBILITY AND QUALIFICATIONS OF SUBCOMMITTEE MEMBERS	14
8.4	ADMINISTRATIVE SUBCOMMITTEE MEMBERSHIP	14
9.	WORKING GROUPS	15
9.1	APPOINTMENT OF WORKING GROUP CHAIRS.....	15
9.2	QUALIFICATIONS AND ELIGIBILITY OF WORKING GROUP CHAIRS	15
9.3	QUALIFICATIONS AND ELIGIBILITY OF WORKING GROUP MEMBERS	16
9.4	LIAISON REPRESENTATIVES	16
9.4.1	<i>Eligibility and Qualification of Liaison Representatives.....</i>	<i>16</i>
10.	MEETINGS.....	17
10.1	QUORUM.....	17
10.2	CONDUCT.....	17
10.3	EXECUTIVE SESSION	17
11.	VOTE.....	17
11.1	VOTING BETWEEN MEETINGS.....	18
11.2	VOTING REQUIREMENTS FOR MOTIONS	18
12.	PROCEDURES.....	18
12.1	ENDORSEMENT OF FELLOW AWARD	18
12.2	EVALUATION AND PRESENTATION OF TECHNICAL PAPERS	18
12.2.1	<i>Responsibility for Evaluation of Technical Papers</i>	<i>18</i>
12.2.2	<i>PES Transactions.....</i>	<i>18</i>
12.2.3	<i>Other Technical Papers</i>	<i>19</i>
12.2.4	<i>Technical Paper Review Procedure.....</i>	<i>19</i>
12.2.5	<i>Technical Paper Presentations.....</i>	<i>19</i>
13.	COMMUNICATIONS	19
13.1	FORMAL INTERNAL COMMUNICATION	20
13.2	EXTERNAL COMMUNICATION	20
13.2.1	<i>Sponsor public statements.....</i>	<i>20</i>
13.2.2	<i>Subgroup public statements</i>	<i>20</i>
13.3	INFORMAL COMMUNICATIONS	20
13.4	PUBLICITY.....	20
14.	TASK FORCE, WORKING GROUP, & SUBCOMMITTEE PUBLICATIONS ...	20
ANNEX A	REFERENCES.....	22
ANNEX B	IEEE TRANSMISSION AND DISTRIBUTION COMMITTEE	
ORGANIZATION CHART.....		23

1. Introduction

These Operating Procedures outline the orderly transaction of activities of the Transmission and Distribution Committee, outside of the scope of standards development, which is governed by the IEEE/PES Transmission & Distribution Committee Policies and Procedures for Standards Development in Annex A.

2. Purpose of the Organization and Procedures Manual

This organization and procedures manual defines the organization of the Transmission and Distribution Committee (the Committee), the scopes of the main committee and its subcommittees, and the duties of the main committee officers, subcommittee chairs and working group chairs. Membership qualifications for the main 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 B to this document. 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 term.

This manual conforms to the IEEE/PES Technical Council Organization and Procedures Manual, September 2008.

3. IEEE Transmission and Distribution Committee Scope

The scope of the Transmission and Distribution Committee encompasses the Committee and its Subcommittees' technical responsibilities. Technical Subcommittees, in addition to their technical responsibilities, will have direct responsibility for remaining cognizant of social implications, the environment, esthetics, increased employment, and other matters as related to the practice of electrical engineering.

- a. The scope of the Transmission and Distribution Committee is the treatment of all matters related to the design, theoretical and experimental performance, installation, and service operation of parts of electric power systems which serve to transmit electric energy between the generating sources and substations or customer points of common coupling through AC or DC lines. Analysis and treatment of the following areas are included:
 - * Overhead and underground AC and DC transmission and distribution systems
 - * Flexible AC transmission systems (FACTS)
 - * Overhead conductors
 - * Environmental impact of transmission lines
 - * Lightning phenomena
 - * Secondary network systems

T&D Committee Organization & Procedures Manual – 2014-07-31

- * Insulated line conductors
 - * Structural coordination and mechanical problems of transmission lines
 - * Switching surges and overvoltage phenomena
 - * Insulation coordination (jointly with other Committees)
 - * Inductive coordination
 - * Corona, electric fields, and magnetic fields
 - * Towers, poles, insulators, and hardware
 - * Shunt and series capacitors
 - * Engineering in the safety, maintenance, and operation of lines (ESMOL)
 - * Harmonics and power quality
 - * Distributed resources and distributed generation
 - * Superconductivity analysis and devices
 - * Integration of renewable energy sources into T&D systems
 - * Security in T&D systems
- 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 to the items above.
- c. Liaison and cooperation with other technical committees, societies, groups and associations concerned with various aspects of the items above.

3.1 Scope of Subcommittees

3.1.1 Administrative Subcommittee

Coordination of the activities of the main committee and its subcommittees. Assistance and advice to the chair of the main committee. Also known as T&D AdCom.

3.1.2 Capacitor Subcommittee

Treatment of all shunt and series capacitor matters related to economics, technical design, theoretical and experimental performance, installation, application and service operation for use in power circuits of 60 Hertz and below for the purpose of affecting performance or operating characteristics of these circuits.

3.1.3 DC and Flexible AC Transmission Subcommittee

Treatment of technology related to direct current and flexible alternating current transmission systems. Applications of power electronic switching equipment and ancillary

T&D Committee Organization & Procedures Manual – 2014-07-31

components to AC and DC transmission systems. Coordination of these systems at the interface between transmission and generation and the over-all studies of their parameters and performance. Also known as DC & FACTS.

3.1.4 Distribution Subcommittee

Treatment, consideration and coordination of the economic and technical factors that influence the analysis, design, construction, operation, planning, standardization of components and environmental compatibility of overhead and underground electric distribution systems.

3.1.5 Engineering in the Safety, Maintenance, and Operation of Lines Subcommittee

The treatment of all matters related to the engineering in maintenance of lines and associated devices. Research, development, testing, acceptance of various techniques, practices and procedures (involving the physical effects and other considerations) as they relate to safety and maintenance of lines and associated devices. Development of work methods to provide safe work areas while taking into consideration grounding, bonding, induction effects, equipment characteristics and testing techniques. Also known as ESMOL.

3.1.6 General Systems Subcommittee

Analyses of the transmission and distribution systems in their broadest sense. Modeling and analysis of power systems including distributed resources, utilization and analysis of superconductivity, power system switching, dynamic and temporary overvoltages, ferroresonance phenomenon, and insulation coordination. State-of-the-art simulation and analysis of FACTS and custom power devices, geomagnetically induced currents, application of artificial intelligence methods, etc.

3.1.7 Integration of Renewable Energy into the T&D Grids Subcommittee

Deals with all transmission and distribution matters related to the integration and delivery of renewable energy resources. Provides liaison to and cooperates with other committees, subcommittees, working groups and task forces, including standards making groups, in IEEE and other organizations with similar interests. Areas of interest include, but are not limited to, the following: Analytical studies of engineering, integration, penetration and impact on T&D systems. Engineering design of and experience related to renewable resource integration into T&D systems. Safety-related issues of renewable energy resources integrated into T&D systems. Technologies related to integration such as power electronic conversion, collection systems, and storage. Analytical and design tools. Standards, and education through panel sessions, special publications and tutorials.

3.1.8 Overhead Lines Subcommittee

Treatment of all matters of economic and technical design, theoretical and experimental performance, installation, and service operation of transmission and distribution conductors and overhead ground wires, their supporting structures, associated splicing and hardware components, and counter-poise and structure grounding.

3.1.9 Power Quality Subcommittee

Treatment of all matters of definitions, monitoring, benchmarking, assessment, indices, and solutions to power quality phenomena in transmission and distribution systems. Treatment of harmonic distortion in transmission and distribution systems including limits, modeling, probabilistic aspects, interharmonics, and waveform distortion. Treatment of voltage quality issues including assessment of voltage fluctuation monitoring and limits and definition of voltage sag indices. Treatment of power quality solutions including custom power equipment applications and evaluation of power system compatibility with end-use equipment.

3.2 Changes in Scope of the Transmission and Distribution Committee

The scope is reviewed annually and any proposed changes are submitted to the Administrative Subcommittee. Changes approved by the Administrative Subcommittee are then submitted to the Committee for approval. Finally, the changes are submitted to the Power & Energy Society (PES) Organization and Procedures Committee for review and to the Technical Council (TC) for final approval.

4. Organization

The Transmission and Distribution Committee is composed of the officers (see Clause 6), subcommittee and working group chairs, liaison representatives, emeritus members, and the general (voting) members, for which eligibility, qualifications, and duties are described. An organization chart of the Committee is included as Annex B to this document.

5. Responsibilities of the Transmission and Distribution Committee

The Transmission and Distribution Committee shall be responsible for at least the following:

- a. Developing IEEE standards, using the IEEE/PES Transmission & Distribution Committee Policies and Procedures for Standards Development in Annex A.
- b. Acting on other matters requiring Committee effort, as provided in these procedures.
- c. Cooperating with other appropriate standards development and technical organizations.
- d. Protecting against actions taken in the name of the Committee without proper authorization.
- e. Limiting distribution of the membership roster to appropriate parties.
- f. Promoting and coordinating activities in its scope of interest.
- g. Reviewing and grading technical papers.
- h. Sponsoring technical sessions, alone, jointly with other committees of PES or jointly with other technical organizations.
- i. Selecting session chairs and assuming responsibility for presentation of papers at meetings designated by PES.
- j. Initiating, proposing, and/or processing awards for committee, subcommittee, and working group members.
- k. Promoting candidates for Senior Memberships and IEEE Fellow, and evaluating proposed Fellow candidates from other committees.
- l. Encouraging cooperation with local sections/chapters of the IEEE PES.
- m. Promoting power engineering education through use of tutorial sessions, publications, and other suitable programs.

T&D Committee Organization & Procedures Manual – 2014-07-31

- n. Informing the general membership of the PES about the activities of the Committee by submitting news items to the Power & Energy Society Newsletter or to the Power & Energy Review, as appropriate.
- o. Encouraging all who are qualified to seek membership in the Power & Energy Society and the Transmission and Distribution Committee.

6. Officers

There shall be a Chair, a Vice Chair, a Secretary, a Vice Chair – Standards, and a Treasurer. A person may simultaneously hold the positions of Treasurer and another office. Officers shall be members of any grade (except students) of the IEEE, members of the Power & Energy Society and members of IEEE-SA. The officers shall organize the Transmission and Distribution Committee and oversee its compliance with these Operating Procedures.

6.1 Election or Appointment of Committee Officers

In accordance with the Organization & Procedures Manual of the Technical Council of the IEEE Power and Energy Society (IEEE PES Technical Council) the appointment of Chair, Vice-chair and Secretary of the Transmission and Distribution Committee proceeds as follows.

Prior to the expiration of her/his two year term, the Chair of the Transmission and Distribution Committee recommends to the Chair of the IEEE/PES Technical council that

1. The Vice-Chair of the Transmission and Distribution Committee be appointed as the next Chair, and
2. The Secretary of the Transmission and Distribution Committee be appointed as the next Vice-Chair.

Also prior to the expiration of her/his two year term the Chair appoints the Vice-chair to serve as the election officer and seek nominations for the position of Secretary of the Transmission and Distribution Committee. The Secretary is elected by the members of the Administrative Committee of the Transmission and Distribution Committee (T&D AdCom) at a regularly scheduled meeting of the AdCom.

The Administrative Committee is responsible for appointing the Vice-Chair – Standards, the Treasurer, the Technical Committee Program Chair (TCPC), and the Vice Chair – Awards and Recognition.

6.2 Term of Office

The Chair, Vice Chair, and Secretary are expected to serve in each office for a period of two years.

The terms of office for the Technical Committee Program Chair, the Vice Chair – Awards and Recognition, Treasurer and the Vice Chair – Standards, which are outside the normal six-year appointment process, are one year with reappointments with a suggested maximum of three years.

T&D Committee Organization & Procedures Manual – 2014-07-31

6.3 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.

6.4 Temporary Appointments to Vacancies

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

6.5 Removal of Officers

An officer may be removed by a two-thirds approval vote of the Administrative Subcommittee. 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.

6.6 Responsibilities of Officers

The officers of the Transmission and Distribution Committee shall manage the day-to-day work of the Transmission and Distribution Committee. The officers are responsible for implementing the decisions of the Transmission and Distribution Committee and managing the activities that result from those decisions.

6.6.1 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 a person or group with responsibility for interpretations of all approved standards
- d. Being objective
- e. Entertaining motions, but not making motions
- 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

T&D Committee Organization & Procedures Manual – 2014-07-31

- l. Prioritizing work to best serve the group and its goals
- m. Ensuring that the Committee and all subgroups comply with IEEE Intellectual Property Policies including those in Annex A
- n. Providing general supervision of the affairs of the Transmission and Distribution Committee
- o. Monitoring the desirability of forming new subcommittees and the disbanding of subcommittees as necessary
- p. Being a member of the Technical Council Organization and Procedures Committee
- q. Being a member of the Technical Council and submitting a written report of Committee activities at each Technical Council meeting for inclusion in the minutes
- r. Presenting any proposed Committee scope changes to the Technical Council
- s. Following progress of work in Subcommittees and expedite this work as necessary to meet the goals of the IEEE Power & Energy Society
- t. 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.
- u. Furnishing planning support to the Technical Council in the assigned technical areas
- v. Obtaining approval from the Technical Council on joint projects with organizations outside of the PES
- w. Submitting an annual financial report to the business manager, business administrator, or assignee, for the operation of the Committee and its subgroups.
- x. Attending all Administrative Subcommittee meetings to present a Chair's report
- y. As immediate Past Chair, representing the Committee on the IEEE-PES Awards and Recognition Committee and other relevant awards groups.

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

- a. Reviewing 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

T&D Committee Organization & Procedures Manual – 2014-07-31

6.6.2 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
- b. Serving as Chair of the Administrative Subcommittee and presiding over the T&D AdCom meetings
- c. Representing the Committee on the Technical Council Meetings Department Committee

6.6.3 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 Administrative Subcommittee meetings and distributing them to the members
- d. Keeping the Committee, Subcommittee, and Working Group rosters up-to-date
- e. Submitting an updated Committee Organization and Directory list for publication in the PES Organization Manual and Membership Directory to the Secretary of the Technical Council
- f. Being responsible for the management and distribution of Committee documentation
- g. Maintaining lists of unresolved issues, action items, and assignments
- h. Maintaining a current list of the names of the voting members and distributing it to the members upon request
- i. Forwarding all changes to the roster of voting members to the Chair
- j. Attending all Administrative Subcommittee meetings
- k. Representing the Committee on the Technical Council Emerging Technologies Coordinating Committee
- l. Coordinating with the Committee Webmaster and Web Coordinator to ensure that all related websites are being maintained with up-to-date information

6.6.4 Technical Committee Program Chair (TCPC)

The responsibilities of the Technical Committee Program Chair shall include:

T&D Committee Organization & Procedures Manual – 2014-07-31

- a. Develop and coordinate technical programs for the Committee for Power and Energy Society meetings, conferences, and joint meetings, including paper, poster and panel sessions and tutorials as appropriate.
- b. Administer the review of Proceedings Papers for Power Engineering Society meetings, conferences, and joint meetings.
- c. Representing the Committee on the Technical Council Technical Sessions Committee
- d. Attending all Administrative Subcommittee meetings and presenting a TCPC report

6.6.5 Vice Chair – Awards and Recognition

The responsibilities of the Vice Chair – Awards and Recognition include serving as a member of the Technical Council Awards Committee and the PES Fellows Committee, and also overseeing all awards-related activities for the Committee.

6.6.6 Vice Chair – Standards

The responsibilities of the Vice Chair – Standards include serving as a member of the Technical Council Standards Coordination Committee, and also overseeing all of the standards-related activities of the Committee.

6.6.7 Treasurer

The responsibilities of the Treasurer include

- a. Follow IEEE policies concerning standards meetings and finances
- b. Adhere to the IEEE Finance Operations Manual
- c. Attend all AdCom meetings and present a Treasurer's report consolidating financial activity, if any, of Subcommittees.

6.6.8 Other Committee Positions

The Transmission and Distribution Committee may establish additional positions outside of the officer rotation. Terms are set at the will of the Administrative Subcommittee. Individuals filling these positions will be members of the Administrative Subcommittee. These positions include:

- a. Liaison to the T&D Conference and Exposition
- b. T&D Committee Webmaster and Web Coordinator
- c. Transactions Editors

Transactions Editors are appointed by the T&D Committee outside the usual officer rotation. Transactions Editors shall:

- a. Coordinate the review and publication of Transactions papers that fall within the scope of the Transmission & Distribution Committee

T&D Committee Organization & Procedures Manual – 2014-07-31

- b. Coordinate with the Editor in Chief of *Transactions on Power Delivery* to publish high quality, state-of-the-art, technical contributions on the subject of power system planning and implementation
- c. Maintain and make available lists of papers recommended by reviewers for prize paper consideration

7. Membership

7.1 Transmission and Distribution Committee Members

The membership of the Transmission and Distribution Committee consists of Committee Officers, Past-Chairs of the Committee, Subcommittee Chairs, Vice Chairs, and Secretaries, and Working Group Chairs, Vice Chairs, and Secretaries. Additional members as appointed by the Chair of the Committee, with concurrence of the Administrative Subcommittee.

Only Committee Officers and Subcommittee Chairs are voting members.

Each voting member is required to attend meetings as required by these procedures. Attendance at a meeting via teleconferencing and/or electronic means (e.g., Internet conferencing) may count towards the attendance requirements. Voting members who are Subcommittee chairs may ask their vice Chair or Secretary to attend the committee meeting in the Subcommittee chair's place, in person or via teleconferencing and/or electronic means (e.g., Internet conferencing), as a voting alternate.

7.2 Eligibility and Qualifications

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

- a. Member in good standing of the IEEE Power & Energy Society and Standards Association.
- b. Technical competence in one or more particular branch(s) of engineering as specified in the scope of the Committee.
- c. Interest in that area of engineering as expressed by working on standards, publishing papers, taking part in discussions of technical papers, and presentations thereof.
- d. Willingness to devote time and effort to contribute to the advance of the art by attending meetings, reviewing assigned papers for approval of presentation and publication, and suggesting, when possible, improvements in Committee operations.
- e. Regular and consistent participation in Committee functions.

7.3 Affirmation, Termination, and Reinstatement of Membership

Committee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications as defined in Clause 7.2. A member may discontinue his Committee

T&D Committee Organization & Procedures Manual – 2014-07-31

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 Transmission and Distribution Committee specifically stating why they should be reinstated.

7.4 Voting Membership Roster

The Secretary of the Transmission and Distribution Committee shall maintain a current and accurate Committee roster. Due to privacy concerns, the roster shall not be distributed except to the IEEE-SA Board of Governors, IEEE-SA Standards Board, and IEEE-SA staff unless all Committee members have submitted their written approval for such distribution. The roster shall include the following:

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

7.5 Corresponding Membership

The Transmission and Distribution Committee may, at their option, 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 regular Transmission and Distribution Committee members, with the exception of the requirement of regular attendance at meetings. Corresponding Members may participate in all Transmission and Distribution 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 Transmission and Distribution Committee.

Corresponding members to 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 the Administrative Subcommittee. Such a corresponding member is not eligible for Corresponding Membership in the Transmission and Distribution Committee, unless the individual applies and is accepted for Corresponding Membership in the Committee.

7.6 Emeritus Membership

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

T&D Committee Organization & Procedures Manual – 2014-07-31

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.

7.7 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.

8. Subcommittees

The Committee's Administrative Subcommittee shall review the scope, duties, and membership of all subcommittees annually. The duties of the officers of the Subcommittee are the same in context as that for the Committee officers.

8.1 Appointment of Subcommittee Chair

All subcommittee chairs shall be members in good standing of the IEEE PES and the Transmission and Distribution Committee. The Chair of a Subcommittee is selected by a vote of the subcommittee members and then approved by a vote of the Transmission and Distribution Administrative Subcommittee, with notification given to the Chair of the Technical Council. The Subcommittee Chair's term of office is one year with annual reappointments as appropriate.

8.2 Duties of the 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. Positions are approved by a vote of the subcommittee members.
- 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

T&D Committee Organization & Procedures Manual – 2014-07-31

- f. Recommend the establishment of new working groups and task forces and the dissolution of old ones when they have served their purpose
- g. Recommend appropriate papers each year for consideration for awards
- h. Report verbally on the activities of the subcommittee and its working groups at Administrative Subcommittee meetings
- 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
- n. Establish the following six functional positions within each subcommittee; Transactions Paper Review Coordinator (reports to Vice Chair), Conference Paper Review Coordinator (reports to TCPC), Panel Session Coordinator (reports to TCPC), Web Coordinator (reports to Committee Web Coordinator), Meetings Coordinator (room requests, reports to Secretary), and Standards Coordinator (reports to Vice Chair – Standards)

8.3 Eligibility and Qualifications of Subcommittee Members

Subcommittee members (other than Administrative Subcommittee) shall be members of the IEEE Power & Energy Society. The members of a subcommittee are appointed by the Chair of the Subcommittee upon receipt of an expression of interest and indication of ability to participate from the candidate. The Subcommittee Chair notifies the Committee Chair of the 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.

8.4 Administrative Subcommittee Membership

The membership of the Administrative Subcommittee consists of the Committee officers, chairs of the respective subcommittees, and the immediate Past Chair of the Committee.

T&D Committee Organization & Procedures Manual – 2014-07-31

The Vice Chair of the Committee serves as the Chair of the Administrative Subcommittee.

The officers may invite others to attend Administrative Subcommittee meetings, i.e., IEEE representatives, meeting hosts, etc., as the need occurs.

9. Working Groups

9.1 Appointment of Working Group Chairs

The Chair of a Working Group is either appointed by the Chair of the respective Subcommittee or elected by the Working Group with approval of the Subcommittee Chair, with notification to the Chair of the Transmission and Distribution 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.

9.2 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. The Chair 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. They should have leadership qualities as demonstrated by thoughtful engagement in debate and discussion. They should have excellent verbal and written communication skills.

d. In conducting meetings the Working Group Chair shall:

- * Be objective
- * Entertain motions, but not make motions
- * Not bias discussions
- * Delegate necessary functions

T&D Committee Organization & Procedures Manual – 2014-07-31

- * Ensure that all parties have the opportunity to express their views
- * Set goals and deadlines and adhere to them
- * Be knowledgeable in IEEE standards processes and parliamentary procedures and ensure that the processes and procedures are followed
- * Seek consensus of the Committee as a means of resolving all issues
- * Prioritize objectives to best serve the group and the goals

e. 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.

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 in Annex A.

9.3 Qualifications and Eligibility of Working Group Members

Working Group members need not be a member of the Power & Energy Society, but are encouraged to join the Society. The members of Working Groups are appointed upon their request and subsequent approval 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 surveys and ballots and active contribution are the prime criteria for determining participation and continuation of Working Group membership.

9.4 Liaison Representatives

9.4.1 Eligibility and Qualification of 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 the Administrative Subcommittee, will designate one or more members as official liaison from the Transmission and Distribution 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.

10. Meeting Locations

The Transmission and Distribution Committee, its Subcommittees, and its Working Groups normally meet twice a year at the IEEE PES General Meeting (GM) and at the IEEE Joint Technical Committee Meeting (JTCM). Subcommittees and Working Groups that wish to hold other meetings, can do so as long as these additional meetings do not conflict with the IEEE PES GM or JTCM, and the meeting announcements follow IEEE-SA P&P in Annex A.

The Transmission and Distribution Committee may charge a meeting fee to cover services needed for the conduct of a meeting and operation of the Committee. The fee shall not be used to restrict participation by any interested parties. Any change of fees is to be approved by the officers of the Transmission and Distribution Committee.

10.1 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 Clause 11.1. For committees with less than 50 voting members, a quorum shall be defined as a majority of the current total voting membership. For committees with 50 or more voting members, a quorum shall be defined as 50% of the current total voting membership or 26, whichever is greater. Voting members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.

10.2 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](#).

10.3 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.

11. Vote

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

T&D Committee Organization & Procedures Manual – 2014-07-31

- e. Approval of public statements
- f. Approval of change of the Committee scope
- g. Approval of termination of the Committee

11.1 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).

11.2 Voting Requirements for Motions

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 or electronic ballot. Such approvals shall require an affirmative majority vote.

12. Procedures

12.1 Endorsement of Fellow Award

Any request for endorsement (Form B-27) by the PES will be sent to the Vice Chair – Awards and Recognition by the Chair of the PES Fellows Committee for evaluation and recommendation. If the Committee decides to recommend endorsement, the Vice Chair – Awards and Recognition 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 guidelines for the summary.)

12.2 Evaluation and Presentation of Technical Papers

12.2.1 Responsibility for Evaluation of Technical Papers

The responsibility for all matters related to the evaluation of technical papers and their presentation at the various IEEE general meetings and conferences throughout the year resides with the Vice Chair and the Technical Committee Program Chair of the Committee.

12.2.2 PES Transactions

The TCPC of the Committee volunteers to serve as a member of the Transactions on Power Delivery Editorial Board. The responsibility for all matters related to the handling of

T&D Committee Organization & Procedures Manual – 2014-07-31

Transactions papers resides with the Transaction Editor(s) of the Committee. The Transaction Editor(s) may designate others 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*.

12.2.3 Other Technical Papers

The Technical Committee Program Chair of the Committee is responsible for the review of PES Proceedings papers (abstracts and papers), panel session and special educational session summaries, and other IEEE Conference papers. The Technical Committee Program Chair of the Committee may draw upon the expertise of the committee members for paper review. The Technical Committee Program Chair may designate a member to serve as a review coordinator for a conference.

12.2.4 Technical Paper Review Procedure

Conference papers, conference panel presentations and papers submitted for publication in one of the Transactions are reviewed on web-based applications. Conference papers and panel presentations are assigned for review following the procedures established by PES Technical Committee for the conference. The Technical Committee Program Chair determines the reviewer pool for Conference Papers and panel summaries.

Transactions papers are submitted to the PES Transactions review web sites as established by Technical Council. The appropriate Editor-in-Chief assigns papers to individual Editors based on area of responsibility. Editors arrange for reviews following the processes established by the Editor-in-Chief. The reviewer pool is maintained under procedures established by PES.

Any paper designated by the reviewers as a possible prize paper is referred to the Vice Chair – Awards and Recognition.

For additional reviewer and editor guidelines, reference shall be made to the Reviewer and Editor Guidelines (Part 8) of the PES Author's Kit on the Power & Energy Society website in Annex A.

12.2.5 Technical Paper Presentations

The Technical Committee Program Chair (TCPC) is responsible for paper reviews per Clause 12.2.4 and co-scheduling technical and panel sessions with task force, working group, subcommittee and committee meetings for all IEEE PES general and conference meetings with Transmission and Distribution Committee participation.

13. Communications

All correspondence on behalf of the Transmission and Distribution Committee shall contain identification of the Transmission and Distribution Committee as the source of the correspondence.

13.1 Formal Internal Communication

If correspondence between subcommittees or between working groups of different subcommittees involves issues or decisions (that is, non-routine matters) affecting other subcommittees, copies shall be sent to all affected Subcommittee chairs, and the Transmission and Distribution Committee officers.

13.2 External Communication

Inquiries relating to the Transmission and Distribution 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.

13.2.1 Sponsor public statements

Transmission and Distribution Committee public statements shall not be released without prior approval by the Transmission and Distribution Committee Administrative Subcommittee, which requires a vote per Clause 11 of these procedures.

13.2.2 Subgroup public statements

Subgroup public statements shall not be released without prior approval of the Subgroup. Such public statements also require approval of the Transmission and Distribution Committee.

Subgroup public statements shall be identified in the first paragraph of the public statement as being specifically the position of the Subgroup. These statements shall be issued by the Subgroup chair and shall include the Transmission and Distribution Committee Chair in the distribution. Such statements shall not bear the IEEE or the Committee logos.

13.3 Informal Communications

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

13.4 Publicity

The Transmission and Distribution Committee is encouraged to prepare press releases and other forms of publicity to promote their activities.

14. Task Force, Working Group, & Subcommittee Publications

This procedure applies to documents developed by Task Forces, Working Groups, or Subcommittees of the IEEE Transmission and Distribution 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 an IEEE Transmission and Distribution Committee report unless

T&D Committee Organization & Procedures Manual – 2014-07-31

a draft is circulated and a ballot is conducted of the IEEE Transmission and Distribution Committee members.

Technical papers to be published in the IEEE PES Transactions on Power Delivery shall follow procedures for PES technical papers. Technical Reports shall utilize the standard template with the Working Group name on the cover page in the appropriate place.

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 IEEE Transmission and Distribution Committee.
- * A draft copy for review shall be made available at the registration desk for the next IEEE Transmission and Distribution Committee meeting.
- * 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.

Annex A References

- a. IEEE Standards Board Bylaws
<http://standards.ieee.org/guides/bylaws/>
- b. IEEE-SA Standards Board Operations Manual
<http://standards.ieee.org/guides/opman/>
- c. IEEE/PES Transmission & Distribution Committee Policies and Procedures for Standards Development, accepted by the IEEE-SASB 14 June 2013.
- d. Power & Energy Society Constitution and Bylaws
<http://www.ieee-pes.org/about-pes/>
- e. Power & Energy Society Technical Council Organization and Procedures Manual
<http://www.ieee-pes.org/technical-activities>
- f. Roberts Rules of Order (Revised)
<http://www.robertsrules.com/>
- g. IEEE-SA Patent Policy
<http://standards.ieee.org/guides/bylaws/sect6-7.html>
- h. IEEE Code of Ethics
http://www.ieee.org/membership_services/membership/ethics_code.html
- i. IEEE Financial Operations Manual
<http://standards.ieee.org/guides/opman/>
- j. IEEE-SA Standards Board Style Manual
<http://standards.ieee.org/guides/opman/sect6.html>
- k. PES Meeting Technical Paper Policies
<http://www.ieee-pes.org/meetings-and-conferences/calls-for-papers/pes-meeting-technical-paper-policies>
- l. 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

Annex B IEEE Transmission and Distribution Committee Organization Chart

