

## **2.0 POWER & ENERGY SOCIETY**

### **2.1 FIELD OF INTEREST STATEMENT**

As approved by the IEEE Technical Activities Board, the scope of the Society embraces research, development, planning, design, construction, maintenance, installation and operation of equipment, structures, materials and power systems for the safe, sustainable, economic and reliable conversion, generation, transmission, distribution, storage and usage of electric energy, including its measurement and control.

### **2.2 PES MISSION**

To be the leading provider of scientific and engineering information on electric power and energy for the betterment of society, and the preferred professional development source for our members. Approved by the IEEE PES Governing Board, 17 July 2003.

### **2.3 PES GOVERNING BOARD**

The PES Governing Board is responsible for the administration and management of Society affairs in accordance with the rules and regulations of IEEE and the Constitution and Bylaws of the Society. The duties and actions of the GB are noted in the IEEE PES Bylaws (Section 3.1 and 3.2).

### **2.4 PES GOVERNING BOARD MEMBERSHIP & ROLES**

2.4.1 - As noted in the PES Constitution, the composition of the PES Governing Board is the following:

- a. Officers of the Board - President, President-Elect, Secretary, Treasurer
- b. Immediate Past President of the Society
- c. Vice Presidents of the Society
- d. Members-at-Large (4)
- e. Regional Representatives (4)
- f. IEEE Division VII Director
- g. IEEE Division VII Director-Elect
- h. PES Executive Director - ex officio

2.4.2 All PES Governing Board members shall:

- Attend & participate in all PES GB meetings (Typically 2 face to face events)
- Complete assigned tasks on time.
- Provide timely reports on assigned tasks to the GB.
- Discuss and vote on GB motions.
- Interact and coordinate with other GB members as needed.
- Respond to new GB action requests and new task assignments.

## 2.5 PES OFFICERS

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The Officers shall be IEEE Fellows or Senior Members and shall be elected by the Society Members in a manner and for terms as prescribed in the Bylaws.

### 2.5.1 PES PRESIDENT

In accordance with PES Bylaws, shall assume office after serving a single term of two years as President-Elect, the holder of the office shall serve as President for two years and two years as Past President. The President shall be ineligible to serve a second full term in that office.

#### a. Functions & Responsibilities.

1. Serve as the highest elected official of the Society (*TAB Operations Manual 2.8.B*)
2. Be responsible for the Society administration. (*TAB Operations Manual 2.8.B*)
3. Serve as the Society's representative on TAB. (*TAB Operations Manual 2.8.B*)
4. Determine the needs of the Society's members and advise TAB and the IEEE of specific Societal concerns. (*TAB Operations Manual 2.8.B*)
5. Develop the agenda for and preside over all meetings of the PES Governing Board and PES Executive Committee. (*TAB Operations Manual 2.8.B*)
6. Attend all IEEE Technical Activities Board meetings. (*TAB Operations Manual 2.8.B*)
7. Serve as the communications link between the Society and the TAB Officers, Division Directors and the Technical Activities Department of the IEEE. (*TAB Operations Manual 2.8.B*)
8. Make recommendations to the AdCom for appointments to AdCom Committees and Technical Committees as appropriate. (*TAB Operations Manual 2.8.B*)
9. Provide counsel for and directly participate in the planning and activities associated with Society conferences. (*TAB Operations Manual 2.8.B*)
10. Serve as an ex officio Member of all Standing Committees
11. Arrange for at least two Governing Board meetings and two Executive committee meetings annually.
12. Make appointments as described in the PES Constitution, Bylaws and Operations Manual.
13. Establish society goals in conjunction with the Governing Board and ExCom
14. Represent PES at featured events, typically providing keynote and welcoming speeches, recognition, awards, welcoming letters, and networking.
15. Oversee activities of the Executive Director of the Society, who reports to the Governing Board via the President.
16. Identify and assign volunteers and necessary working groups as needed
17. Utilize input from the PES Long Range Planning process to provide society guidance and direction
18. Provide leadership for the Fellows committee
19. Speak on behalf of PES to communicate the vision of the IEEE PES Board to Technical Committees, Chapters, and other interested groups.
20. Ensure coordination of activities and scope across all PES Governing Board members.
21. Identify opportunities to contribute to the betterment of IEEE and to leverage IEEE resources for the betterment of PES.

22. Communicate progress, goals and direction to PES members at the annual PES Members Meeting
23. Advocate the power and energy profession and PES' role to contribute to it.

### **2.5.2 PES PRESIDENT-ELECT**

In accordance with PES Bylaws - shall be elected by PES voting members. To be eligible for nomination to the office of President-Elect, the nominee shall have served as a Member of the Governing Board in some capacity for at least two years. The President-Elect shall serve a term of two years during which he or she shall be Vice President of the Board. The President-Elect. Other duties may also be assigned by the Board or the President.

#### **a. Functions & Responsibilities**

1. Serve as Vice Chair of the PES Governing Board and PES Executive Committee
2. Shall assume the duties of the President in the event of their absence or incapacity
3. Shall serve as an alternate to serve on the IEEE Technical Activities Board in the absence of the IEEE PES President.
4. Update and maintain the PES liaison list. Include changes in the President-Elect reports. Change notices need to be sent to the PES Executive Office to update the IEEE PES web site.
5. Develop and maintain the strategic long-range plan (LRP) and provide leadership for the Long Range Planning committee which reports to the President-Elect. Organize two meetings per year, typically scheduled in conjunction with Governing Board meetings.
6. Release an update of the LRP report every two years.
7. Nominate an LRP committee comprised of the Members-At-Large and those appointed by the President-Elect which should consider gender, stakeholder, years-in-service and geographic diversity. LRP committee members can be assigned to sub-committees to build organization structure for the Board as needed.
8. At each PES Board Meeting and PES ExCom meeting, recommended an LRP topic to be a dedicated part of the agenda for the purpose of getting feedback on accomplishments, future direction and priority. As appropriate, action items in the LRP may be transferred to the IEEE PES Secretary's Action Item List for closer monitoring on implementation progress.
9. Maintain the file of the IEEE PES – Governing Board membership summary. Update it annually and advise the President and the IEEE PES Board of positions where term expiration is pending.
10. The Nominations and Appointments Committee—reports to the President-Elect.
11. Speak on behalf of PES to communicate the vision of the IEEE PES Board to Technical Committees, Chapters, and other interested groups.
12. Participate on the IAS Board as an ex-officio member to facilitate communications and collaborative activities between the Societies.
13. Create a President-Elect Board report and distribute it before Governing Board and ExCom meetings as requested by the Secretary. The

President-Elect Board report should include (but not be limited to) the following:

- i. PES Liaisons
- ii. PES Long Range Planning Activities
- iii. Liaison activity with the Industry Applications Society (IAS)
- iv. Nominating and Appointment Committee Status update
- v. Progress on President-Elect assigned goals

### **2.5.3 IMMEDIATE PAST PES PRESIDENT**

In accordance with PES Bylaws, shall assume office after serving a single term of two years as President.

#### **a. Functions & Responsibilities**

1. Shall serve & participate on the PES Governing Board
2. Shall serve & participate on the PES Executive Committee
3. Chair of the PES Nominations & Appointments Committee
4. Continuation and closure on special projects/activities related to initiatives during PES President tenure
5. Special projects/activities as requested by PES President or President-Elect

### **2.5.4 PES TREASURER**

The Treasurer shall serve a term of two years during which he or she shall be Treasurer of the Board. The Treasurer shall be responsible, under direction of the Board and with advice of the Finance Committee, for the collection and disbursement of Society funds. With the assistance of the Finance Committee and with inputs from the Board Members, the Treasurer shall prepare the annual Society budget. The Treasurer shall report the financial condition of the Society to the Board at least annually. The Treasurer shall be eligible for reelection for a second term only

#### **a. Functions and Responsibilities**

1. Prepare a Treasurer's Report to be presented at each of the 4 regular meetings of the Governing Board or Executive Committee.
2. Lead the PES effort to develop a budget for the following year
3. Chair the PES Finance Committee
4. Provide advice to the Governing Board on PES financial affairs
5. Work with the PES Executive Office and review monthly financial reports and resolve and discrepancies

### **2.5.5 PES SECRETARY**

The Secretary shall serve a term of two years during which he or she shall be Secretary of the Society. The Secretary shall be responsible for keeping records and minutes, maintaining a complete file of the minutes of the Board meetings, conducting voting by the Board in meetings or by ballot using mail, facsimile, or other electronic media, publishing notices to Members of proposed

Constitutional or Bylaw Amendments as required by the Constitution, providing a cover letter for PES general membership elections and Constitutional Amendments votes, and informing Members of any Amendments or policy or procedural changes enacted by the Board. The Society Secretary shall be eligible for reelection for a second term only.

**a. Functions and Responsibilities**

1. Work with PES President to draft PES GB and ExCom Meeting agendas
2. Send out updated action items list to Governing Board approximately one month prior to a meeting asking for feedback on status of items. Request feedback for these items by two weeks before meeting.
3. Distribute the PES meeting agenda at least 21 days prior to the meeting
4. Submit revised minutes from previous meeting to Governing Board two weeks before meeting for final review before approval at meeting.
5. Transmit an updated action items list to the Governing Board at least one week before the meeting.
6. Take attendance of members and visitors present during the meeting.
7. Send final copy of minutes approved at meeting to PES Executive Office.
8. Email updated action items including new ones from recent meetings to Governing Board and Executive Office staff for review and action within one week of meeting.
9. Prepare draft meeting minutes within thirty days of the meeting.
10. Email draft meeting minutes to PES President & Executive Director for comments prior to distribution to the Governing Board or Executive Committee for their review and comments.
11. As necessary, conduct Governing Board or Executive Committee votes between meetings. Record the final vote and include that in the Secretary's report for the next meeting.
12. Working with the PES Executive Office, develop the cover letter for any PES-wide elections or votes.
13. Constitution & Bylaws Committee
  - a. Ensure all PES changes are accurately incorporated and the procedures for review and approval are followed.
  - b. Develop notices and other updates related to constitution and by-laws that must be published to PES membership in Power & Energy Magazine or other venues.
  - c. Develop necessary communications working with PES Executive Director related to changes in PES Constitution and/or By-laws. This includes TAB notification as necessary.
14. History Committee
  - a. Work with the History Committee Chair to define and update the scope of the committee.

**2.6 DIVISION VII DIRECTOR ELECT / DIVISION VII DIRECTOR**

The functions, qualifications, duties and responsibilities of the Division Director are noted in the TAB Operations Manual 2.8.A. The Division VII Director shall serve for two years on the PES Governing Board and the PES Executive Committee in accordance with their term of office as Division Director.

The functions, qualifications, duties and responsibilities of the Division Director-elect are noted in the TAB Operations Manual 2.9.A. The Division VII Director-elect shall serve for one year on the PES Governing Board and the PES Executive Committee in accordance with their term of office as Division Director-elect.

During even-numbered years, the IEEE Division VII Director-Elect Nomination Committee shall submit a slate of candidates to the PES Board for the office of Division VII Director-Elect. If the PES Board does not approve of the slate, the PES Board shall ask the Committee to reconsider the slate of nominations, which will then be returned to the PES Board for their approval. (Per PES Bylaws)

## **2.7 VICE PRESIDENTS**

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Each of the Society functional areas, covered below, shall be administered by a Vice President, via his/her organization. The Vice Presidents shall have responsibilities as set forth in the following subparagraphs to address the functions of the Society as described in Article I of the Constitution. All VPs serve as voting members on the PES Governing Board and the PES Executive Committee.

All Vice Presidents shall be appointed by the PES President and serve a one year and can be reappointed up to four additional terms. (PES Bylaws 16.2)

### **2.7.1 Chapters & Membership**

Responsible for PES Chapters, student activities, Affinity Groups, member development, including recruitment, retention, elevation, service and products, as well as related operational and budget matters.

#### **a. Functions and Responsibilities:**

1. Shall be empowered to determine and staff the Committees, Subcommittees, etc. as required to promote the Chapter scope and functions of the Society. This organization shall include the following Region Representatives, who report to this Vice President:
  - Up to seven Region Representatives for USA & Canada.
  - One Region Representative for Latin America.
  - One Region Representative for Europe, Middle East & Africa.
  - One Region Representative for Asia & Pacific. (From PES Bylaws)
2. Shall determine which one of the Region Representatives for Canada and the USA to nominate to serve on the Governing Board, joining the Region Representative for Latin America, the Region Representative for Europe, Middle East & Africa, and the Region Representative for Asia & Pacific. (From PES Bylaws)
3. Shall promote the organization and effective performance of Society Chapters. The Vice President shall also represent the interests of individual Chapters in the policies and decisions of the Society. (From PES Bylaws)

4. The Chapter Representatives shall report to their respective Region Representatives. (From PES Bylaws)
5. The Distinguished Lecturers Program will be managed by the VP-Chapters or a designee. (From PES Bylaws)

### **2.7.2 Education**

The Vice President Education is a PES Board position appointed by the PES President. The VP Education is responsible for organizing and administering the PES Education activities. This is achieved through continuous interaction with the PES University, the Power and Energy Education Committee and the PES education staff.

#### **a. Functions and Responsibilities**

1. Shall be empowered to determine and appoint the Committees, Subcommittees, etc. as required to promote power engineering education and life-long learning functions of the Society. (From PES Bylaws)
2. Provides leadership for that described in the PES Bylaws, PES Operations Manual and Article IX of the Society Constitution. (From PES Bylaws)
3. The Vice President-Education or their designee will oversee and promote student scholarships administered by the Society. (From PES Bylaws)
4. The Vice President-Education or their designee will oversee and promote the Resource Center. (From PES Bylaws)
5. Serve as a member of Education (Subcommittee 4) for the Long Range Planning effort.
6. Serve with the VP of Chapters & Membership to approve new Distinguished Lecturers for PES.
7. Lead the Scholarship Plus Initiative and work with the IEEE and PES staff and region volunteers on implementation.
8. Work with the PES University and the PES staff to ensure good courses/tutorials are offered at PES conferences covering a wide range of "industry and academic technical" topics of current interest. Ensure that the surplus revenue sharing policy is properly implemented and disbursements to the course instructors are made in a timely manner.
9. Organize the development of electronic modules on appropriate power industry topics through interaction with the IEEE Educational Activities Department and the PES staff. This includes serving on the webinar and tutorial review committees.
10. Assist the PES Executive Office staff in developing new courses under the "Plain Talk" series for Non-Power Engineering Professionals, by suggesting appropriate topics and identifying potential instructors.
11. Interact with the Students Activities Subcommittee of PEEC and ensure that student activities are well organized and supported at PES conferences and NAPS. Strive to get increased financial support from Industrial Partners for such activities.
12. Assist the PES Treasurer in preparing the annual budget by providing the financial information related to educational activities.

### 2.7.3 Conferences & Meetings

Responsible for the overall management of financially sponsored meetings and conferences from a strategic planning, implementation and sustainability standpoint.

#### a. Functions and Responsibilities

1. Shall be empowered to determine and appoint the Committees, Subcommittees, etc., as required promoting the meetings policy scope and functions of the Society. (From PES Bylaws)
2. Provides leadership for that described herein in the PES Operations Manual, PES Bylaws and Article VIII of the Society Constitution and shall be responsible for working with the PES Executive Office and coordinate as necessary across the Society and within IEEE. (From PES Bylaws)
3. Develops the overall strategic planning of meetings and conferences for the PES. This includes the development of various steering committees of conferences and regions, as necessary.
4. Works with the PES Executive Office to report on the overall status of PES Conferences.
5. Works with, and provides guidance to, PES conference steering committees to set goals and strategic direction for meetings.
6. Works with the GB to identify potential meeting sites based on several factors, including but not limited to trends in the power and energy field.
7. Assures the negotiations and reviews all hotel and convention center contracts with participation by PES EO follows best practices and the necessary requirements of IEEE PES.
8. Participates in the selection of the host utility for the PES General meeting and the PES Transmission & Distribution conference and exposition.
9. Appoints the PES Conference Steering Committee Chairs which includes but isn't limited to the PES General Meeting, PES Transmission & Distribution, Joint Technical Committee Meeting, ISGT series of conferences and other PES Financially sponsored conferences.
10. Reviews and approves preliminary conference budgets
11. Present PES Financial sponsored conferences budgets to the PES Finance Committee for approval.
12. As requested, attends post conference meetings for core conferences, including review of evaluations and discussion of targets met and not met, successes, and lessons learned.
13. Reviews new proposals received for financial sponsorship
14. Chairs the Conference Advisory Committee
15. Acts as liaison to the Board of Governors for all conference activity
16. Represents the Society to IEEE or to other organizations, on behalf of the Society, on matters concerned with the Society's conferences.

### 2.7.4 New Initiatives & Outreach



Serves in the role of being the focal point for new initiatives that PES engages in and reaching out to both PES members and beyond showcasing the programs and opportunities that the society makes available to the technical community and the public at large. The guiding principle of this vice presidency is to take a proactive role in developing and nurturing new activities (e.g., conferences, publications, educational materials) and then hand those over to line vice presidents for them to operate these as standard PES offerings.

**a. Functions and Responsibilities:**

1. Shall be empowered to determine and appoint the committees, subcommittees, etc. as required to promote the energy initiatives, public affairs, and outreach functions for the Society. (From PES Bylaws)
2. Shall be responsible for outreach and coordination within PES, other Societies, and industry-related entities to identify and pursue collaborative opportunities. (From PES Bylaws)
3. Shall be responsible to monitor interests worldwide and maintain knowledge of topical issues. Collaborative opportunities will be identified to pursue emerging technologies, related conferences and new publication and educational venues. (From PES Bylaws)
4. Shall be responsible for incubating new ideas. Once initiated, efforts to coordinate necessary Society organization structure for sustaining operations will be pursued. (From PES Bylaws)
5. Will develop channels with industry leadership, seek executive support for the Society and its members and coordinate the industry executive focus group meetings and Plenary Sessions held annually at the General Meeting. (From PES Bylaws)
6. Chair of the PES Smart Village Working Group as part of PES Long Range Planning Committee.
7. Oversee the PES Industry Outreach Program led by PES Member at Large.
8. Be proactive in reaching out to society members to seek out and propose major new initiatives.
9. Help to co-sponsor high quality conferences with non-PES entities such that the PES's leadership in the power and energy community is enhanced, and its share of the intellectual property in IEEE Xplore is increased.
10. Explore opportunities for launching specialized conferences and new periodicals to provide platforms for discourse in emerging technologies and systems as well as providing technical expertise to address global issues like climate change.

**2.7.5 Publications**

Shall provide oversight on services and products which disseminate information on technical, scientific, professional, and newsworthy topics of interest to PES members, the engineering and scientific community, and the general public.

**a. Functions and Responsibilities:**

1. Shall be empowered to determine and appoint the Committees, Subcommittees, etc. as required to promote the publication policy scope and functions of the Society and provide leadership for the area described in the PES Bylaws, PES Operations Manual and Article X of the Society Constitution. This organization shall also be responsible for the solicitation, selection, and grading of technical papers to be published in the Transactions. (From PES Bylaws)
2. There shall be a Publications Board to set overall Society publication policy. This Publications Board shall be composed of the Vice President–Publications, who also chairs this Board, the Vice President–Technical Activities, President, President-Elect, Treasurer and the Executive Director of the Society. (From PES Bylaws)
3. Shall be responsible for working with the Editors of the Society’s periodicals. (From PES Bylaws)
4. Shall be responsible for the archiving of PES materials within IEEE publications. (From PES Bylaws)
5. Review and recommend the appointment of Editors-in-Chief and Regional Editors. (Power & Energy Magazine, Electrification Magazine, Power Engineering Letters, Transactions on Energy Conservation, Power Delivery, Power Systems, Smart Grid, and Sustainable Energy respectively and IEEE Power and Energy Technology Systems Journal)
6. Work with other PES vice presidents on enhancing the existing PES publications and launching new IEEE/PES Transactions and magazines
7. Attend the IEEE Panel of Editors meetings and work as a liaison with IEEE on streamlining IEEE publication issues
8. Lead the activities and prepare the report for the 5-year review of the PES publications by the IEEE Technical Activities Board
9. Lead the process and work with the IEEE Intellectual Property Office on reviewing the publication misconduct and plagiarism cases
10. Work with EICs for PES publications on improving the metrics (papers received, decisions rendered, papers in review 180 days or more, and papers decided within 90 days)
11. Moderate disputes between authors and EICs/Editorial Boards
12. Work with EICs for PES publications to enhance and expand PES e-Newsletter
13. Work with the PES Office staff and EICs on enhancing the Manuscript Central updates and applications

14. Work with the PES Office to enhance and expand the IEEE Xplore applications and expand the Xplore legacy database.
15. Lead the development of special publications such as T&D special issue, ESMO special issue, P&E Compendium
16. Serve on the IEEE PES Finance Committee
17. Work with PES VP Technical Activities and VP Conference & Meetings to provide consistency between conference and journal articles
18. Promote special initiatives such as magazine and special issue translations, webinars, etc.
19. Provide liaison with other IEEE Publication boards and societies

### **2.7.6 Strategic Communications and Partnerships**

Shall be responsible for overseeing partnership agreements, awards and recognition, and developing and delivering core messaging across all channels and platforms to PES members, the technical community and general public.

#### **a. Functions and Responsibilities**

1. In consultation with PES President, PES N&A Committee - appoint the PES Awards & Recognition Committee Chair
2. In consultation with PES President, PES N&A Committee - appoint the PES Day Committee Chair.

### **2.7.7 Technical Activities**

Shall take lead in technical activities relating to P&E Society and serves as the Chairperson of the PES Technical Council (TC). Vice President of Technical Activities is also responsible for the technical program of the major technical conferences and meetings that the P & E Society sponsors. Additionally, the VP coordinates the operation of the committees under its umbrella and provides leadership and guidance to volunteers working to support technical activities.

#### **a. Functions and Responsibilities**

1. The Vice President–Technical Activities shall be empowered to determine and appoint the Technical Committees, Subcommittees, Working Groups, etc., as required to promote the technical scope and functions of the Society. (From PES Bylaws)
2. The Vice President–Technical Activities, provides leadership for the area described herein Section 10 and Article VII of the Society Constitution, and shall be responsible for establishing policies which will stimulate among Society Members the acquisition of new knowledge and technology and the interchange of ideas and

experience and for appraising the performance of the Technical Committees. (From PES Bylaws)

3. Each Technical Committee shall be responsible for the evaluation and dissemination of technical information in its field of interest. It shall be responsible for the content of the technical sessions at the Society meetings. It shall be responsible for the initiation, preparation, and formulation of Standards, guides, and recommended practices for issue in accordance with IEEE regulations. It shall provide technical assistance, within its respective scope, to Chapters. It shall be responsible for the organization and supervision of the work of Subcommittees and Working Groups as may be found necessary for the effective handling of the technology encompassed within its field of interest. (From PES Bylaws)
4. The Vice President–Technical Activities shall preside at the meeting of the Technical Council, the assemblage of the Chairs of the various Technical Operating Committees that together comprise the Technical Activities of the Society. (From PES Bylaws)
5. Have general supervision of the affairs of the Technical Council so that its responsibilities are met in a timely and constructive fashion. ((From Technical Council Organization & Procedures Manual)
6. Preside at the meetings of the Technical Council and shall be an ex officio member of all PES Technical Committees and Technical Council committees. (From Technical Council Organization & Procedures Manual)
7. As a member of the PES Executive Committee, represent the Technical Council at PES Executive Committee meetings, make such reports (including annual report to the PES Governing Board) as required, and report to the Technical Council all relevant decisions and deliberations of the PES Executive Committee that impact the mission of the Technical Council and its various activities. (From Technical Council Organization & Procedures Manual)
8. Preside over Technical Council meetings and approve the Technical Council Secretary's report of the meetings prior to distributing to all Council members. (From Technical Council Organization & Procedures Manual)
9. Appoint the Secretary of the Technical Council, with approval by the Power & Energy Society President. (From Technical Council Organization & Procedures Manual)
10. On or before the start of each calendar year, approve the slate of officers (Chair, Vice Chair and Secretary) of each Technical Committee and Coordinating Committee. In case the slate is not approved, the slate shall be submitted to the Technical Council by the Chair of the Technical Council for approval or disapproval by a majority vote by letter or electronic ballot no later than 10 days after receipt of the

proposed slate. (From Technical Council Organization & Procedures Manual)

11. Appoint Standing Committee Chair with approval by the PES President.

12. Approve Standing Committee Vice Chairs, Secretaries, and members to be appointed by the Standing Committee Chair. (From Technical Council Organization & Procedures Manual)

## **2.8 MEMBERS-AT-LARGE**

In accordance with PES Bylaws, the PES President shall appoint (4) Members-at-Large to the PES Governing Board. Each member at large has a defined set of special ad-hoc tasks. These tasks address current PES Governing Board (GB) priorities and liaison roles – and are assigned by the PES President. These focus and liaison areas typically include:

- PES Resource Center
- IEEE Standards
- IEEE Smart Grid
- IEEE conferences co-sponsored by PES
- Industry Outreach
- Other current priorities as needed

These assignments typically involve interactions with PES VPs and other members of the GB.

## **2.9 PES GOVERNING BOARD MEETINGS**

1. Number of PES Governing Board Meetings and Locations. Per the PES Constitution - the Board shall hold at least two meetings each year. These two meetings shall generally be held in conjunction with the annual General Meeting and another meeting at a date approximately 6 months apart from the General Meeting at a venue selected for a purpose identified at that time. The agendas and minutes of all Board meetings shall be distributed to all Members of the Board.
2. Meeting Schedule Changes. Once scheduled, a meeting date or location may be altered or canceled by the PES President only in extenuating circumstances and not less than 20 calendar days before the original date or the new date set for the meeting, whichever is the earlier. Notice of such change shall be distributed to all GB voting members not less than 20 calendar days before the original or the new date of the said scheduled meeting, whichever is the earlier.
3. PES GB Special Meetings. Special meetings of the PES Governing Board may be called by the PES President or by 20% of the PES GB voting members on notice to all other GB members. Notice of such special meetings, giving the time and place of meeting, the purpose of the meeting, and the names of the GB voting members calling the meeting, shall be distributed to all GB members not less than 20 calendar days before the date set for the special meeting.

4. Actions Without Meeting. IEEE Bylaw I-300.5 applies to the PES Governing Board, as it is an IEEE Society. Unless otherwise provided in the Certificate of Incorporation, the Constitution, the Bylaws, or the Not-for-Profit Corporation Law of the State of New York, any action required or permitted to be taken by the Board of Directors, the Major Boards, the Committees and any other board or committee reporting directly to the Board of Directors may be taken without a meeting if all members of the Board or Committee vote unanimously on the action, with the vote to be confirmed promptly in writing. The written confirmation shall be filed with the minutes of the proceedings of the Board or Committee.
5. Notices of Meetings. Notices of meetings and any other documents required to be sent to GB members pursuant to provisions of the IEEE Constitution, IEEE Bylaws, IEEE Policies, and this PES Operations Manual shall be sent by such routings as shall ensure prompt delivery.
6. Parliamentary Authority. Robert's Rules of Order (latest edition) shall be used to conduct business at meetings of the PES GB and all other governing bodies thereof, unless otherwise specified by IEEE governing documents

## **2.10 VOLUNTEER RESPONSIBILITIES & IEEE CODE OF ETHICS**

1. Volunteers carry out a very wide range of duties and responsibilities on behalf of IEEE. In special cases formal orientation is provided for new volunteers, but all volunteers, particularly leaders, are required to acquaint themselves appropriately with IEEE policies, procedures, and practices. For example, newly elected members of the IEEE Board of Directors receive specific guidance on their fiduciary responsibilities. Each year, in the membership renewal pack, all members affirm their intention to adhere to the IEEE Code of Ethics. This Code also applies to nonmembers who are serving IEEE in some capacity. The Code comprises 10 articles that aim to address in concise terms ethical issues encountered in professional engineering activity. Beyond this, there is also an obligation for volunteers to abide by the spirit of the Code, especially in respect of Articles 2, 7, 8, 9, and 10.
2. Conduct as an Office, or Members of PES Committee  
Volunteers are expected to contribute to IEEE activities in a co-operative and constructive manner, to ensure that the best possible use is made of the time available, given that volunteers are usually able to offer IEEE their time and effort very sparingly. Meetings should be strongly focused on the business laid out in the agreed agenda, and not be impeded by irrelevant interventions. The chair has the prime responsibility for the conduct of the meeting, but the cooperation of all members present is also an important factor in ensuring that the business is conducted in a fair and harmonious manner.
3. Conflict of Interest

A common misunderstanding about "conflict of interest" is that it only applies where an individual attempts to obtain some monetary advantage by virtue of being an office holder. A broader view of the concept applies to any situation where some kind of advantage or privilege is being sought through the exercise of authority granted to an office holder. The guiding principle for volunteers is to

follow IEEE policies, procedures, and practices, and be seen by their peers to be acting ethically in their decision-making.

#### 4. Acceptance of Position Obligations

Election or appointment of a volunteer to a position, such as a board or committee chair or member implies that there is an expectation that the person will be willing and able to undertake assigned duties, and if appropriate, to attend the meetings of the organizational unit. Accepting a position also requires that the volunteer is adequately prepared for the meetings, that agenda papers are read beforehand, and that any items from the previous meeting requiring action are properly followed up. If a person is unable to perform these or other assigned duties, the expected result is a resignation from the position.

#### 5. Transfer of Position

An orderly and regular turnover of board or committee, including that of the officers, should be a routine feature of IEEE volunteerism. It ensures a healthy flow of new blood and invigorates all IEEE organizational units. Sections of this Operations Manual define the terms of office for volunteers involved with member and geographic activities and the procedures for their election or appointment. It is the responsibility of the PES President to ensure that these practices are followed. It is a duty of all PES volunteers to transfer all documents and other resources necessary for their successors to carry out their work effectively.

#### 6. Legal Aspects

In the event that a legal issue arises, close adherence to the IEEE Code of Ethics, as well as IEEE Bylaws, IEEE Policies, procedures, and practices, provides a measure of protection to both IEEE and to individual members.

The IEEE Code of Ethics cannot, and does not, attempt to define in a comprehensive manner how IEEE volunteers should conduct themselves in their service on behalf of IEEE, but it provides a sound basis on which high ethical standards can be established.

(See also the IEEE Code of Ethics, IEEE Policies, Section 9.9 – Conflict of Interest.)

### **2.11 IEEE DIVERSITY STATEMENT**

In accordance with IEEE Policy 9.8 - all PES activities shall support IEEE's mission to foster technological innovation and excellence to benefit humanity requires the talents and perspectives of people with different personal, cultural, and disciplinary backgrounds. IEEE is committed to advancing diversity in the technical profession, and to promoting an inclusive and equitable culture in its activities and programs that welcomes, engages, and rewards those who contribute to the field without regard to race, religion, gender, disability, age, national origin, sexual orientation, gender identity, or gender expression.