

**IEEE POWER & ENERGY SOCIETY**

**TECHNICAL COUNCIL**

**ORGANIZATION AND PROCEDURES MANUAL**

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## REFERENCES

- A. IEEE-SA Standards Board Operations Manual
- B. IEEE-SA Standards Board Style Manual
- C. IEEE PES Committee Directory
- D. Technical Sessions Guide for the Author
- E. Technical Sessions Guide for the Session Chair
- F. IEEE Power & Energy Society Publication Guide

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### **1. Introduction**

The Technical Council of the IEEE Power & Energy Society (PES) is presently composed of the Chairs of the PES Technical and Coordinating Committees, plus the Chairs of Standing Committees reporting to it. The organizational structure of the PES is shown in the current issue of the IEEE Power & Energy Society Organization and Committee Directory. The Power & Energy Society is Division VII of The Institute of Electrical and Electronics Engineers (IEEE). For operating functions it is responsible to the IEEE Technical Advisory Board and for technical activities to the IEEE Technical Activities Board. The Technical and Coordinating Committees function within the Scope of the Technical Council as outlined in Section 4.1 (Scope of Activities) of this manual.

The Technical and Coordinating Committees report to the Technical Council on matters concerning membership, recognition, scope and the coordination of Power & Energy Society generated standards and technical publications. For standards relating to their technical scope, the Technical Committees work directly with the IEEE-SA Standards Board and the Power & Energy Society Standards Coordinating Committee. For publications relating to their technical scope, the Technical and Coordinating Committees work directly with the PES Technical Information Services.

The Technical and Coordinating Committees, in support of the Power & Energy Society goals and with the direction and coordination of the Technical Council, shall assist in the following activities:

- a. Promote the understanding of power engineering
- b. Promote the contributions of power industry
- c. Support power engineering education
- d. Seek and promote utility and supplier industry management support for Society activities
- e. Support and promote chapter activities.

These Operating Procedures outline the orderly transaction of business for this committee. Several documents take precedence in the following order:

- a. New York State Not-for-Profit Corporation Law
- b. IEEE Certificate of Incorporation
- c. IEEE Constitution
- d. IEEE Bylaws
- e. IEEE Policies
- f. IEEE Board of Directors Resolutions
- g. IEEE Standards Association Operations Manual
- h. IEEE-SA Board of Governors Resolutions
- i. IEEE-SA Standards Board Bylaws
- j. IEEE-SA Standards Board Operations Manual
- k. IEEE-SA Standards Board Resolutions

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- l. IEEE Power & Energy Society Constitution and Bylaws
- m. PES Technical Council Organization & Procedures Manual (this document)
- n. PES Technical Committee Procedures
- o. PES Technical Operating Committee Operating Procedures
- p. Robert's Rules of Order (newly revised)

### **2. Purpose of the Organization and Procedures Manual**

The purpose of this document is to provide information to officers and members of the Technical Council and its committees, to assist them in understanding and working effectively with the Technical Council and its superior and subordinate organizations.

### **3. Technical Council Frame-Work**

The PES Constitution and By-Laws define, refer to, or imply that the "Councils" (including Technical Council) either are the small group of officers and representatives from constituent committees or are the collective membership of all constituent committees. In the context of this Organization and Procedures Manual, "Council" is defined only as the smaller organization of officers and constituent committee representatives.

The Technical Committees, formed at different times and circumstances, have come to differ substantially in the details of organization and administrative practices. These differences, and others that may evolve in the future to better serve the various segments of the electric industry, are not intended to be discouraged by the formulation of this Manual. However, requirements for processing of standards, and for close cooperation and coordination between Technical Committees, Coordinating Committees and with other parts of the PES and IEEE Headquarters, do dictate that certain practices are mandatory, some are preferable for convenience or consistency, and others simply suggested as generally successful practices. This manual distinguishes between these practices by the use of corresponding terms "shall", "should", and "may". Statements of declarative fact shall also be taken as mandatory practice.

The organizational terms "Working Group", "Task Force", "Subcommittee", "Ad Hoc Committee", "Operating Committee", "Coordinating Committee", and "Standing Committee" have had varied usage within the Technical Council and its Committees in the past. In the context of the Technical Council itself, the term "Standing Committee" shall be used for those appointed committees of prolonged function, usually of substantial scope and indefinite duration. The terms "Working Group" and "Task Force" shall denote those appointed committees dealing with a specific narrow task which, when completed, will terminate the committee. The Operating Committees are now referred to as "Technical Committees." "Coordinating Committees" are special forms of Technical Committees formed to focus on issues of cross interest between all the Technical Committees. Ad Hoc Committees are formed to address specific issues only and, therefore, are considered temporary for the duration of the assignment.

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Within the Technical Committees, "Subcommittee" may refer to a more or less permanent body organized to address a specific, but relatively broad area. "Task Force" or "Working Group" fall under the Technical Committee or its Subcommittees and may refer to those groups appointed to address a given narrow, but related subject area. They may function intermittently or for a limited duration.

### **4. Body of the Technical Council**

The Technical Council of the IEEE Power & Energy Society (PES) is composed of the chairs (or their designees) from the Technical Committees, Coordinating Committees, and the Standing Committees as shown in the current issue of the IEEE Power & Energy Society Organization and Committee Directory. Specifically, the membership consists of:

- a. A Chair appointed by the President of the Power & Energy Society. The PES President shall appoint a Vice President of Technical Activities in accordance with the PES bylaws. The Vice President of Technical Activities shall serve as the Chair of the Technical Council.
- b. A Vice-Chair appointed by the Power & Energy Society President. The PES President shall appoint a Vice President of Technical Activities Designate in accordance with the PES bylaws. The Vice President of Technical Activities Designate shall serve as the Vice Chair of the Technical Council.
- c. A Secretary appointed by the Technical Council Chair after approval by the Power & Energy Society President.
- d. The chairs of each of the Technical Committees, or their designees.
- e. The chairs of each of the Standing Committees, or their designees.
- f. The chairs of each of the Coordinating Committees, or their designees.

#### **4.1 Scope of Activities**

The scope of the Technical Council of the IEEE Power & Energy Society encompasses its technical responsibilities including the following:

- a. The research and development, planning, design, application, construction, installation, and operation of apparatus, equipment, structures, materials and systems for the safe, reliable, and economic generation, conversion, measurement, control, transmission, and distribution of electric energy.
- b. The development of engineering standards, guides, and recommended practices for this field of interest.
- c. The technical, scientific, literary, educational and other types of activities that contribute to this field, or utilize the techniques or products of this field.

The development of engineering standards, guides, and recommended practices is performed by the technical operating committees of the IEEE Power & Energy Society. The Technical Council acts in the role of a coordinating body as related to standards activities.

The extent of Standing Committee, Coordinating Committee, Ad Hoc Committee or Technical Committee and Subcommittee responsibilities, or changes thereto, are defined in

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respective scopes that shall be approved by the Technical Council. Working Group or Task Force scopes shall be approved by the individual Committee or Subcommittee to whom they directly report.

### **4.2 Responsibilities and Duties of Technical Council**

The Technical Council shall be responsible for establishing policies which will stimulate among Society members the acquisition of new knowledge and technical expertise and the interchange of ideas and experiences, and for methods for appraising the performance of the Council's committees. All Technical Council members shall have email access and be able to decode attachments to emails as might be sent them from the Council. In addition, each member of the Technical Council shall have access to the internet and be able to download documents from designated web pages.

To carry out these responsibilities, the duties of the Technical Council shall be to:

- a. Promote and coordinate IEEE Power & Energy Society technical activities.
- b. Establish guidelines for the evaluation of technical papers within its scope.
- c. Be responsible for the technical program at General Meetings and with the Vice President, Meetings Activities, nominate a Technical Program Chair (TPC) for each General Meeting.
- d. With the Meetings Department, arrange special technical conferences either alone or jointly with other committees of IEEE or with other Technical Societies.
- e. Prepare suitable operating reports yearly for submission to the IEEE Power & Energy Society, as required.
- f. Cooperate with similar Committees of other Societies.
- g. Encourage non-member authors of technical papers to become members of the Power & Energy Society.
- h. With the Power & Energy Education Committee promote power engineering education through the use of tutorial sessions, publications, and other suitable programs.
- i. Provide and promote the recognition of significant achievement, by individuals or groups, in the technical areas under the Council's scope.
- j. Furnish planning support to the Power & Energy Society in the technical areas within the Council's scope.
- k. Discourage commercial activities (sales of equipment or service) immediately prior to, during, and through the completion of Technical Committee meetings. (This policy is not meant to curtail scheduling special events where all are invited, such as field trips, factory tours, displays and demonstrations, or tutorials with prior approval of the Technical Committee Administrative Subcommittee.)

### **4.3 Organization**

The Technical Council is composed of the officers and member representatives of Technical Committees, Coordinating Committees, and Standing Committees.

#### **4.3.1 Technical Council Officers**



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### 4.3.1.1 Chair

#### 4.3.1.1.1 Qualifications and Nomination

The PES President shall appoint a Vice President of Technical Activities in accordance with the PES bylaws. The Vice President of Technical Activities shall serve as the Chair of the Technical Council. (See Section 12.0 [Appointments] of the PES Bylaws, which are available from the IEEE Power & Energy Society website.

#### 4.3.1.1.2 Term

The term of the Vice President of Technical Activities shall be set by PES bylaws. See 4.3.1.4.

#### 4.3.1.1.3 Duties

The Chair shall:

- a. Have general supervision of the affairs of the Technical Council so that its responsibilities are met in a timely and constructive fashion.
- b. Preside at the meetings of the Technical Council and shall be an ex officio member of all PES Technical Committees and Technical Council committees.
- c. 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.
- d. Preside over Technical Council meetings and approve the Technical Council Secretary's report of the meetings prior to distributing to all Council members.
- e. Appoint the Secretary of the Technical Council, with approval by the Power & Energy Society President.
- f. 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.
- g. Appoint Standing Committee Chair with approval by the PES President.
- h. Approve Standing Committee Vice Chairs, Secretaries, and members to be appointed by the Standing Committee Chair.

### 4.3.1.2 Vice Chair

#### 4.3.1.2.1 Qualifications and Appointment

The Technical Council Chair shall appoint a Vice Chair of the Technical Council with the approval of the PES President.

#### 4.3.1.2.2 Term

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The Vice Chair shall be appointed for a one-year term, with possible reappointment, for a maximum term in office of five years. See 4.3.1.4.

### 4.3.1.2.3 Duties

The Vice Chair shall:

- a. Assist the Chair in his duties and assume the Chair's responsibilities whenever the Chair becomes unable to perform the duties.
- b. Serve as Chair of the Technical Sessions Committee. The Technical Sessions Committee is charged with maintaining a high quality technical program at all General meetings. In addition to the Technical Sessions Committee Chair, the committee membership is comprised of the Technical Committee Program Chairs (TCPCs) designated by the individual committees for General Meetings for the current year and the immediately following year. The Technical Sessions Committee proposes policy for approval by the Technical Council regarding facilities, presentation formats and logistics.
- c. Be an ex officio member of the Organization and Procedures Committee.
- d. Be responsible for orienting Technical Sessions Committee officers.
- e. Serve as representative of the Technical Council to the Power & Energy Magazine Editorial Board.

### 4.3.1.3 Secretary

#### 4.3.1.3.1 Qualifications and Appointment

The Secretary shall be appointed by the Technical Council Chair with approval by the Power & Energy Society President

#### 4.3.1.3.2 Term

The Secretary serves for a one-year term, with possible reappointment, for a maximum term in office of five years. See 4.3.1.4.

#### 4.3.1.3.3 Duties

The Secretary shall:

- a. Record the minutes of all Technical Council meetings and, after approval by the Chair, distribute them to all Council members.
- b. With the Chair of the Technical Council, prepare meeting agendas in advance of all Council meetings and send them to all members.
- c. Prepare, conduct and report the results of all balloting carried out by the Technical Council.
- d. Assume the duties of the Vice Chair of the Technical Council when the latter is temporarily unable to do so.

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### 4.3.1.4 Progression of Officers

The normal length of service for each Technical Council officer is two years, with progression from Secretary to Vice Chair to Chair over a six-year period. The PES President, at his or her discretion, may alter this succession by modifying the length of service or appointing new officers, as circumstances require.

### 4.3.2 Technical Council Members

The Chairs of each Technical, Coordinating, and Standing Committee will represent that Committee on the Technical Council. They shall be members of the IEEE and the PES.

### 4.3.3 Duties as Council Members

- a. Attend Council Meetings or delegate a representative when unable to do so. Appointed delegates must meet the qualifications of the delegated position.
- b. Render reports to the Council as directed by its Chair.
- c. Make timely response to any Council ballots.
- d. Report relevant Council deliberations and decisions to their Operating committee.

### 4.3.4 Technical Council Task Forces

#### 4.3.4.1 Definition

To carry out its assigned responsibilities, the Technical Council may find it necessary to organize one or more Task Forces comprised of members (and when necessary, non-members) of the Power & Energy Society. Within the Technical Council, the following definition shall apply:

Technical Council Task Force - one or more individuals appointed by the Chair of the Technical Council to investigate, evaluate and recommend action to the Council on special matters brought before it.

The task force name will normally include the subject area for which it was created or assigned.

#### 4.3.4.2 Task Force Scope

The “scope of activity,” or the assignment of particular responsibilities, for a Technical Council Task Force is determined by the Technical Council Chair.

The scope of activity, or responsibilities, of a task force may be amended, or other wise altered at any time deemed advisable by the Technical Council Chair. Usually, amendments are made for the purpose of enhancing the accomplishment of the original assignment, or for the introduction of additional related subjects for consideration by the Task Force.

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### **4.3.4.3 Appointment of Task Force Chair and Members**

The Chair of a Technical Council Task Force is appointed by the Technical Council Chair. Members of a Technical Council Task Force may be appointed by the Technical Council Chair or the Task Force Chair with the approval of the Technical Council Chair.

### **4.3.4.4 Eligibility and Qualifications**

Although not mandatory, it is desirable that the chair and members of a Technical Council Task Force be existing or former members of the Council and have a basic familiarity with Technical Council goals and methods of operation. Other persons having expertise in specific areas within the scope of a Task Force may be appointed to its membership when this can enhance or improve the functioning of the Task Force.

### **4.3.4.5 Term of Office and Meetings**

The Chair and the members of Technical Council Task Forces serve at the discretion of the Technical Council Chair or until the original work for which the Task Force was established has been completed and their recommendations have been considered by the Technical Council. While there is no established limit to the number of members of a Task Force, 3 to 10 members may be considered an ideal size for efficient Task Force operation.

Depending on the nature of its scope and membership representation, much of the work of a Technical Council Task Force may be accomplished by correspondence. However, meetings may be called by the Task Force Chair on an as needed basis. The Task Force Chair will normally attend meetings of the Technical Council and report on the status or progress of work assigned to the Task Force.

### **4.3.4.6 Duties of the Chair of a Technical Council Task Force**

The Chair of a Technical Council Task Force shall:

- a. Be a member in good standing of the Power & Energy Society.
- b. See that the Task Force carries out its assigned tasks in an efficient and timely manner.
- c. Preside at meetings of the Task Force, if applicable.
- d. Attend meetings of the Technical Council and bring to the attention of the Council the results of Task Force activities and deliberations, and make recommendations to the Council for action.
- e. Assist the Chair of the Technical Council in all activities relevant to the mission of the Task Force.

## **5. Liaisons**

### **5.1 Technical Council Liaison Representatives**

The PES Technical Council may determine that it is desirable to establish formal and direct liaisons with other IEEE Societies or groups, or other bodies, for the purpose of maintaining an efficient exchange of information on activities and related areas of mutual

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interest. This information exchange is accomplished through liaison representatives, appointed by the Technical Council Chair with the agreement and approval of the other group with which the liaison is to be established. The liaison representative will provide reports to the Technical Council on activities of the other group, based on personal participation in these activities if possible. Depending on the preference of the other group, the liaison representative may also report to them on PES Technical Council activities.

### **5.2 Liaison Term of Office**

The term of office for liaisons is at the discretion of the Technical Council Chair.

## **6. Procedures**

### **6.1 Quorum**

Fifty percent (50%) of the voting membership of the Technical Council shall constitute a quorum.

### **6.2 Voting Requirements**

Approval of a motion or other action requires an affirmative vote by a majority of votes cast by those Technical Council members present at the time of the vote, provided a quorum is present. Notification of the potential for action shall be included on any distributed agendas for meetings. Motions made at a scheduled meeting lacking a quorum may be subsequently validated through approval by electronic ballot.

Approval of an electronic ballot requires an affirmative vote by a majority of all Technical Council members. The results of the vote shall be promptly communicated to the members and shall be retained with the Technical Council meeting minutes.

### **6.3 Amendments to the Organization and Procedures Manual**

Any member of the Technical Council may propose an amendment to the Organization and Procedures Manual by submitting it in writing to the Chair of the Organization and Procedures Committee. The proposed amendment shall be reviewed by this committee and balloted in accordance with 6.2. If approved it shall be submitted for final approval by the officers of the Technical Council. Upon final approval, the Organization and Procedures Committee will incorporate the amendment into the Organization and Procedures Manual and will issue the revised manual to all Technical Council members. A marked-up copy of the document showing changes made shall also be submitted to the Standards Board Audit Committee secretary for review.

### **6.4 Exceptions to Procedures by Technical and Coordinating Committees**

The organization of the Technical and Coordinating Committees and their Subcommittees, membership procedures, pattern and style of meetings, and other activities, may vary from committee to committee. This may be due to historical patterns or best perceived means to

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fill the needs of the segment of the industry of interest. Technical and Coordinating Committees desiring to change their organization or procedures in a manner that departs from this Procedures Manual, may do so upon approval of the Technical Council.

The Chair of the Technical or Coordinating Committee shall prepare a written request stating the exception desired and the reason for the exception and send it to the Chair of the Technical Council Organization and Procedures Committee with a copy to the Chair of the Technical Council. The Committee will present its recommendation at the next regularly scheduled meeting of the Technical Council. The requested exception will be voted upon at the Technical Council meeting and the results noted in the minutes. If changes are made to the Technical Committee's operating procedures related to standards activities, after Technical Council approval, the changes shall be submitted by the Technical Committee to the IEEE-SA Standards Board's Audit Committee for its review and acceptance.

Any change made to the Technical Committee's procedures, related to standards activities or not, shall be deemed to be approved by the IEEE-SA Standard Board's Audit Committee until the Technical Council shall be notified in writing by the Audit Committee of the nonapproval of a change, and the reasons therefor.

### **6.5 Changes in Scope of Technical and Coordinating Committees**

Technical Committees desiring to effect a change in Committee scopes or add to or subtract from their present committee organization must prepare a written recommendation to the Chair of the Technical Council Organization and Procedures Committee with a copy to the Chair of the Technical Council. Changes which are strictly editorial may be approved by the Organization and Procedures Committee.

The Organization and Procedures Committee will attempt to resolve any conflicts and then present its findings to the Chair of the Technical Council. The Chair of the Organization and Procedures Committee will review the recommendations with the Chair of the Technical Committee which proposed the change and the chairs of any other committees which are affected in a further attempt to resolve any conflicts.

The Chair of the Technical Council will then direct the Secretary to conduct a letter or electronic ballot on the final wording of the scope change. The Secretary will report the results of the ballot at the next meeting of the Technical Council.

Power & Energy Society Executive Office will be notified of the revision by the Secretary. The official scopes of the Power & Energy Society Technical and Coordinating Committees and their Subcommittees are kept by the Chair of the Organization and Procedures Committee.

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### 6.6 Procedure for Forming a New Committee

New committees are formed when one of the existing committees splits due to increased work load, or because none of the existing committees sufficiently covers the technical area that the new committee is to address. Those seeking to form a new committee must go through several steps to be recognized by the Power & Energy Society.

#### 6.6.1 Scope Development and Presentation to TCOP

The first step in forming a new committee requires the writing of a scope for the new committee giving the overall technical area that it proposes to cover. The scope, together with a list of subcommittees and their scopes are submitted to the PES Technical Council Organization and Procedures Committee (TCOP). This committee will review the scope and determine if it is accurate and does not overlap the technical area of interest of other committees. The Organization and Procedures committee then votes on the formation of the new committee and, if approved, brings this motion to the Technical Council.

#### 6.6.2 Technical Council Approval

The Technical Council is then balloted on the concept of the new committee. If the scope of the new committee has been reviewed and approved by the Organization and Procedures Committee, then it is balloted at this time as well. If not, a follow-up ballot for the scope can be conducted. The ballot is conducted by the Technical Council Secretary; a simple majority is required for passage.

#### 6.6.3 Governing Board Presentation

After Technical Council approval, the Chair of the Technical Council will present the title of the new committee to the Governing Board for approval and will present the scopes for information.

#### 6.6.4 Approval of New Committee Officers

Following title approval by the Governing Board, a slate of recommended officers for the new committee shall be forwarded to the Technical Council Chair as soon as possible for approval. Also, an Organization and Procedures Manual for the committee shall be drafted as soon as possible and submitted to the Technical Council Organization and Procedures Committee for review and approval.

### 6.7 Procedure for Discharging a Committee

Committees may be considered for termination when the technical area that the committee addresses becomes so large that its work must be divided among several committees, when a committee's scope is seen as overlapping that of another, when a committee's work attracts insufficient interest to maintain viability, or when a committee is seen as "inactive." The committee is formally discharged by the Technical Council, although the action cannot normally be taken without the involvement of the officers of the committee.

#### 6.7.1 Initial Request to TCOP Committee

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Following a vote to terminate the committee (see 6.9.7), the Chair of the committee shall submit a request to discharge to the PES Technical Council Organization and Procedures Committee (TCOP), with a copy to the Chair of the Technical Council. If the request comes from outside the committee, it must have the support of at least two members of IEEE PES in good standing.

There is no particular format that the request must take, but it should at least identify the interest of the requester and the reason for the request. For example, if the requester is not the committee chair, the request should say why the requester is concerned with the matter (he or she might chair another committee with overlapping scope).

TCOP will review the request and determine if it is reasonable and justifiable. Factors that TCOP shall consider in their evaluation include

- a. whether the Committee has been productive (of Standards, papers, or other such product)
- b. whether the Committee has been responsive (and if not, whether a new instruction to be responsive or a change of officers would better accomplish TCOP objectives)
- c. whether the committee itself wishes to be discharged
- d. whether there is any ongoing work (such as a PAR) that will need to be reassigned.

If, after evaluation, TCOP approves the request it will bring this as a motion to the Technical Council. If TCOP does not approve, the requester is so informed.

### **6.7.2 Intent Notification to TC members**

Assuming TCOP approval, the Technical Council shall notify its members of the motion to terminate the committee activities. The notification must include a statement of the committee's scope, together with a list of subcommittees and their scopes, the reasons for the discharge, and the TCOP evaluation of the factors listed above.

### **6.7.3 Technical Council Ballot**

After adequate time is allowed for consideration of the matter, the Technical Council is then balloted on the question of discharging the committee. The ballot is conducted by the Technical Council Secretary; and a majority of those voting is required for passage. See also 6.1 and 6.2.

### **6.7.4 Governing Board Presentation**

After the Technical Council vote, the Chair of the Technical Council will present the result of the ballot to the Governing Board. If the TC votes to retain the committee, this notification is for information purposes only. If the TC votes to discharge the committee, the Governing Board is asked for approval.



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6.7.5 Actions of the Officers

After Governing Board approval, the Chair of the Technical Council will inform the Chair of the committee of the decision. The committee Chair in turn will inform the officers and members of the committee.

It shall be the responsibility of the officers to return to the Secretary all documents and files pertaining to the committee's work, and that of its subcommittees and working groups. Included in this collection of information shall be

- a. PAR paperwork that is still active (if any)
- b. committee membership list
- c. a report on the status of any papers being reviewed
- d. any correspondence, especially any that is active

The last act of the Secretary as an officer of the committee shall be to deliver all the committee material to the Secretary of the Technical Council, with recommendations for its ultimate disposition.

6.8 Procedure for the Endorsement of Fellow Award Nominations

The procedure for recommendations for Fellow Awards is outlined in the following directive from the PES Executive Board:

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

The request for endorsement (Form B-27) and the Technical or Coordinating Committee(s)' comments on the candidate will also be forwarded to the members of the PES Fellows Committee for review and recommendations. The PES Fellows Committee will then rate the candidate as Extraordinarily Qualified, Highly Qualified, Qualified, Qualified with Minor Reservations, or Not Yet Qualified to be elevated to the grade of Fellow. The PES Fellows Committee evaluation will be submitted in writing (Forms B-3 and B-93) to the IEEE Fellows Committee as the recommendation or endorsement of the Power & Energy Society.

In the event a candidate's field of specialty falls outside the scope of all Technical or Coordinating Committees, the PES Fellows Committee will evaluate the request for endorsement. The PES Fellows Committee may also request the President of the Power & Energy Society and the Chair of the Technical Council to assist in the evaluation. It should also be emphasized that failure to obtain a high rating from the PES Fellows Committee

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for a candidate does not prevent the sponsor from submitting the nomination to the IEEE Fellow Committee for consideration.

### **6.9 Standards**

The Standards development activities of the IEEE Power & Energy Society are performed by the Technical Committees of the IEEE PES. The Technical Council is responsible for coordination of the standards activities of the Technical Committees of the Power & Energy Society. The Technical Committees serve as the “Sponsor” within the context of the IEEE Standards Association, and each Technical Committee shall submit Operating Procedures for the Technical Committee. The Operating Procedures of the Technical Committee shall conform to the Baseline Procedures established by the Standards Board of the IEEE Standards Association. These procedures are available at the IEEE-SA website, <http://standards.ieee.org/board/aud/index.html>. Annex A to these Technical Council Operating Procedures is a copy of the latest version available as of 21-July-2008. The Operating Procedures for the Technical Committee shall be approved by the Technical Council, and submitted to the IEEE-SA Standards Board Audit Committee for review and acceptance.

### **6.10 Technical Council Policy Statements**

Statements on policy issues that fall within the scope of the PES shall be developed by the Policy Development Coordinating Committee with the involvement of entities outside PES as appropriate. A statement intended for adoption as an official policy of the PES shall be submitted to the Secretary of the Technical Council, who will conduct a Technical Council ballot of the proposed statement. Approval requires a majority vote in accordance with 6.2. The Technical Council Secretary shall then forward the statement to the PES Board of Governors for final approval. Section 15 of IEEE Policies shall be followed in the development and approval of all Technical Council policy statements.

## **7. Responsibility, Eligibility and Selection of Officers and Members of the Committees of the Technical Council**

### **7.1 Technical Committee**

The Technical Committees of the Technical Council shall be:

- a. Electric Machinery
- b. Energy Development & Power Generation
- c. Insulated Conductors
- d. Nuclear Power Engineering
- e. Power System Analysis, Computing, and Economics
- f. Power System Communications
- g. Power System Dynamic Performance
- h. Power System Instrumentation and Measurements
- i. Power System Operations
- j. Power System Planning and Implementation
- k. Power System Relaying

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- l. Stationary Battery
- m. Switchgear
- n. Substations
- o. Surge Protective Devices
- p. Transformers
- q. Transmission & Distribution

The scope of each Technical Committee is established by Technical Council (see 6.6.1), and may be changed in accordance with the procedures of 6.5.

### **7.1.1 Organization and Procedures Manual**

Each individual Technical Committee shall have an Organization and Procedures Manual formatted after this document. The Organization and Procedures Manual shall be submitted to the Technical Council Organization and Procedures Committee for review. The Technical Council Organization and Procedures Committee will make its recommendation to the Technical Council, which will vote on approval of the document.

### **7.1.2 Qualifications and Eligibility of Technical Committee Members**

Technical Committee members shall be members in good standing of the IEEE Power & Energy Society and meet the requirements of the Technical Committee.

The members of each IEEE Technical Committee are appointed by the Chair of that Committee. Selection and continuation of Technical Committee memberships shall be determined by meeting all of the following qualifications:

- a. Technical competence in the particular branch of engineering as specified in the scope of the Technical Committee.
- b. Interest in that branch of engineering as expressed by working on standards, publishing papers, taking part in discussions of technical papers, and presentations thereof.
- c. Willingness to devote time and effort to contribute to the advance of the art by attending meetings, reviewing assigned papers for approval of presentation and publication, and suggesting, when possible, improvements in Committee operations.
- d. Continued participation in Technical Committee functions such as serving as an officer, liaison member, liaison delegate, Subcommittee member or Working Group member.
- e. Contributing regularly as a member of a Subcommittee during an apprenticeship determined by the Technical Committee. A minimum apprenticeship of one year is required.
- f. Returning all ballots on Technical Committee issues regularly and on time.
- g. Regular attendance at meetings. When a member is absent for three consecutive scheduled regular meetings and fails to participate by correspondence, the member will be removed from committee membership, subject to a review of the particular circumstances by the Administrative Subcommittee of the Technical Committee.

Committee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications listed above. A member may discontinue his Committee membership by

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sending a letter of resignation to the Committee Chair, with a copy to the Committee Secretary. The Chair may elect to discontinue the membership of a continually inactive or non participating member by sending written notification to the affected member, stating the specific reasons for termination, and copying the Committee Secretary. At the Chair's discretion, a warning of impending discontinuation of membership may be issued to the affected member. A written appeal for membership reinstatement may be submitted to the Chair of the Technical Committee specifically stating why the individual should be reinstated.

7.1.3 Appointment of Technical Committee Officers

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

7.1.4 Technical Committee Officer Terms of Office

The Technical Committee Chair's term of office is one year with reappointment for a maximum of two years, except under extraordinary conditions identified by the Chair of the Technical Council to be in the best interests of the Technical Committee.

The Technical Committee Vice-Chair's term of office is one year with reappointment for a maximum of two years. The Technical Committee Secretary's term of office is one year with reappointment for maximum of two years.

In many committees, there is an automatic progression from Secretary to Vice-Chair to Chair in a six year time span, unless the current Chair has reason (or extraordinary circumstances demand) to deviate from this sequence.

7.1.5 Technical Committee Officer Duties

7.1.5.1 Technical Committee Chair

The Technical Committee Chair shall:

- a. Have general supervision of the affairs of the Technical Committee. The Chair shall preside at the meetings of the Technical Committee and shall be an ex officio member of all of the Committee's subcommittees. In conducting meetings the Chair shall:
  - Be objective
  - Entertain motions, but not make motions
  - Not bias discussions
  - Delegate necessary functions
  - 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 Sponsor as a means of resolving all issues
  - Prioritize objectives to best serve the group and the goals

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- b. Monitor the necessity of changing the scope of the Committee and obtain Technical Council approval for such changes as outlined in Section 6.5 of this procedure.
- c. Monitor the desirability of forming new Subcommittees and disbanding them as necessary.
- d. Be a member of the Technical Council and submit a written report of Committee activities at each Technical Council meeting for inclusion in the minutes.
- e. Follow progress of work in Subcommittees and expedite this work as necessary to meet the goals of the IEEE Power & Energy Society.
- f. Encourage members of the Committee to schedule and participate in technical sessions at General and Regional meetings. The Chair should seek suitable subjects for Special Technical Conferences to promote advances in technology within the Committee's scope.
- g. Within the scope of the committee, initiate the development of standards documents in accordance with the IEEE-SA Standards Board Operations Manual.
- h. Promote power engineering education within the scope of the Technical Committee. With the aid of the Power & Energy Education Committee, plan tutorial sessions, publications, working group, subcommittee and committee educational reports. Also, prepare 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. Maintain an effective liaison with the Power & Energy Education Committee.
- i. Furnish planning support to the Technical Council in the assigned technical areas.
- j. Obtain approval from the Technical Council on joint projects with organizations outside of the PES.
- k. Ensure that the Technical Committee has a valid and current Organization and Procedures Manual that has been reviewed by the Technical Council Organization and Procedures Committee and approved by the Technical Council.
- l. Designate Technical Committee representatives to the Coordinating Committees listed in 7.5 and to the Standing Committees listed in 7.6. The representative to the Standards Coordinating Committee shall also serve as the Standards Coordinator (see 6.9.2.2) for the Technical Committee.

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

- m. Serve as Chair of the Administrative or Executive Subcommittee of the Technical Committee.
- n. Review IEEE position papers as assigned by the Chair of the Technical Council.
- o. Promote individual and committee recognition of significant achievements in the Committee.
- p. Provide training for new Working Group Chairs and orientation for new members.

**7.1.5.2 Technical Committee Vice-Chair**

The Vice-Chair will, in general, be responsible for the following activities and any additional duties assigned by the Chair of the Technical Committee:

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- a. Assist the Chair in all duties and assume the Chair's responsibilities in the event the Chair is unable to perform the assigned duties.
- b. Represent the Technical Committee on the Technical Sessions Committee. This duty and related responsibilities are normally delegated to the Technical Committee Program Chair. See 8.1.2.2.

### 7.1.5.3 Technical Committee Secretary

The Secretary will, in general, be responsible for the following activities and any additional duties assigned by the Chair of the Technical Committee:

- a. Record the minutes of the Technical Committee meetings and distribute them to the Technical Committee members.
- b. Prepare Technical Committee meeting agendas and send them to all Technical Committee members in advance of meetings.
- c. Plan, prepare and issue notices of Technical Committee meetings to all Technical Committee members.
- d. Keep the Technical Committee, Subcommittee, and Working Group rosters up to date and distribute them to all Technical Committee members annually. Submit rosters of individuals participating in standards projects to the IEEE Standards Department on an annual basis. The Technical Committee Secretary is responsible for submitting the committee's directory to the Secretary of the Technical Council by October 15<sup>th</sup> of each year.
- e. Keep records of attendance at all Technical Committee meetings.

## 7.2 Technical Committee Subcommittees

### 7.2.1 Qualifications and Eligibility of Subcommittee Members

Subcommittee members shall be members in good standing of the IEEE Power & Energy Society and meet the requirements of the Technical Committee. The members of the Subcommittees are appointed by the Chair of the Subcommittee with notification to the Chair of the respective Technical Committee.

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

### 7.2.2 Appointment of Technical Committee Subcommittee Chair

The Chair of a Subcommittee is either appointed by the Chair of the respective Technical Committee or by vote within the subcommittee with notification given to the Chair of the

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Technical Council. The Chair's term of office is one year with reappointments with a suggested maximum of three years. The Chair of a Subcommittee shall be a member of the respective Technical Committee.

### **7.2.3 Duties of Technical Committee Subcommittee Chairs**

The duties of the Subcommittee Chairs are:

- a. Supervise the affairs of their subcommittee, under the general direction and guidance of the Technical Committee Chair. Monitor and supervise the activities of the Task Forces and Working Groups under the direction of the Subcommittee.
- b. With the approval of the Technical Committee Chair, select one or more persons, such as a vice-chair and/or secretary, to assist with the administration of the subcommittee.
- c. Call and preside at the meetings of their subcommittee. In conducting meetings the Subcommittee Chair shall follow the listed requirements of 7.1.5.1(a).
- d. Promote technical papers pertaining to the objectives of their subcommittee and its working groups.
- e. Be alert to new technical problems that need to be worked on by their subcommittee.
- f. Recommend the establishment of new working groups and the dissolution of old ones when they have served their purpose.
- g. Handle the review of technical papers sent to the subcommittee by the Technical Committee Editor.
- h. If appropriate, recommend papers each year for consideration for awards.
- i. Report on the activities of the subcommittee and its working groups, either verbally at meetings of Technical Committee or in writing to the Technical Committee Chair when so requested.
- j. Submit minutes of the meetings of their subcommittee and its working groups, for inclusion in the Technical Committee meeting minutes.
- k. Recommend members of their subcommittee for membership on the Technical Committee.
- l. Recruit and induct new subcommittee members and retire members who no longer meet membership requirements.
- m. Canvass members annually to determine the member's continued interest in the subcommittee.
- n. A letter of appointment to a new member of a subcommittee is made at the time of the appointment.
- o. Prepare Annual Report information and give to Technical Committee Secretary.

### **7.3 Technical Committee Administrative Subcommittee**

An Administrative Subcommittee of the Technical Committee may be formed, consisting of (as a minimum) the Committee's Chair, the Vice-Chair, the Secretary, and the Immediate Past Chair, and the chairs of the Subcommittees. This Administrative Subcommittee shall meet to coordinate the activities of the Subcommittees and serve as a means of discussion and communication.

### **7.4 Technical Committee Subcommittee Working Group**

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### **7.4.1 Qualifications and Eligibility of Working Group Members**

Member qualifications include voluntary involvement, expertise in the subject, regular participation in working group activities, and timely completion of assignments. A Working Group member is a participator.

Working Group members need not be a member of the Power & Energy Society but are encouraged to be members in good standing of the Society. The members of the Working Groups are appointed by the Chair of the Working Group with notification to the Chair of the Subcommittee.

A Working Group member may discontinue his membership by sending a letter of resignation to the Working Group Chair. The Working Group Chair may elect to discontinue the membership of an inactive or non participating member by sending written notification to the affected member. The level of activity required to retain membership is at the discretion of the Working Group Chair.

### **7.4.2 Qualifications and Eligibility of Working Group Chairs**

The Chair of the Working Group shall be a member in good standing of the Society and meet the requirements of the Technical Committee. 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 reasonable level of expertise within the Working Group's subject of assignment.
- b. Procedural Experience: The Working Group Chair should have been actively participating in Technical 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. The Chair should have leadership qualities as demonstrated by thoughtful engagement in debate and discussion and should have excellent verbal and written communication skills.

In conducting meetings the Working Group Chair shall follow the requirements listed in 7.1.5.1(a). Additional guidance for working group chairs in properly conducting business and understanding the process of standards development can be obtained in the IEEE Standards Companion and/or at the IEEE-SA Standards Development Online web site at [http://standards.ieee.org/resources/development/wg\\_dev/meetings.html](http://standards.ieee.org/resources/development/wg_dev/meetings.html).

### **7.4.3 Appointment of Technical Committee Subcommittee Working Group Chair**

The Chair of a Working Group is appointed by the Chair of the respective Subcommittee with notification to the Chair of the respective Technical Committee. The Chair of a Working Group shall be a member of the respective Subcommittee. General practice is for



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the Working Group Chair to serve for the duration of the Project Authorization Request, or for a suggested term of three years for standing working groups.

**7.5 Coordinating Committees**

The Coordinating Committees of the Technical Council shall be:

- a. Emerging Technologies
- b. Policy Development

**7.5.1 Organization of Coordinating Committees**

The Coordinating Committee shall be organized as a Technical Committee and as described in Sections 7.1 through 7.4.

**7.5.2 Intent and Purpose of Coordinating Committees**

The focus and intent of the Coordinating Committee shall be different from a Technical Committee. Where the Technical Committee's focus is narrow and concentrated on its technical specialty, the Coordinating Committee's focus is broad and generally covers technical interests that are covered by more than one Technical Committee.

**7.5.3 Coordinating Committee Membership**

At a minimum, the membership of each Coordinating Committee shall include the appointed officers and one official representative from each Technical Committee (see 7.1.5.1(l)). Other members may be appointed in accordance with the Coordinating Committee's Organization and Procedures Manual.

**7.5.4 Activities of Coordinating Committees**

The Coordinating Committees shall:

- a. Establish venues for joint technical projects between Technical Committees
- b. Conduct symposia of common interest between Technical Committees
- c. Recommend the development of Standards, Guides, and Recommended Practices to specific Technical Committees, or if necessary, pursue such development within auspices of the Coordinating Committee, upon approval of the Technical Council.
- d. Ensure full coordination is achieved between various Technical Committees on technical issues that span more than one Technical Committee

**7.6 Standing Committees**

The Standing Committees of the Technical Council shall be:

- a. Awards
- b. Standards Coordinating
- c. Technical Sessions
- d. Technical Council Organization and Procedures

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### **7.6.1 Organization of Standing Committees**

The Standing Committees shall be organized as a Technical Committee and as described in Sections 7.1 through 7.4.

### **7.6.2 Intent and Purpose of Standing Committees**

The focus and intent of the Standing Committees shall be different from a Technical Committee. Where the Technical Committee's focus is narrow and concentrated on its technical specialty, the Standing Committee's focus is on the administrative matters of the Technical Council.

### **7.6.3 Standing Committee Membership**

Membership of each Standing Committee shall include the appointed officers and one official representative from each Technical Committee (see 7.1.5.1(l)).

### **7.6.4 Activities of Standing Committees**

The Standing Committees shall:

- a. Work to ensure that the goals and administrative requirements of the Technical Council, which are under the purview of the standing committee, are achieved in a timely and effective manner.
- b. Support the Technical Council Chair's administrative program.
- c. Provide advice and feedback to the Technical Council Chair on administrative matters pertaining to the Standing Committee's purview.

### **7.7 Participation by Non-Members of IEEE**

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

### **7.8 Honorary Membership**

Technical Committees may, at their option, name Honorary Members who retain their IEEE/PES membership, but because of extenuating circumstances, are generally unable to meet the other membership requirements. An Honorary Member shall have first been a regular member and shall have demonstrated a high level of participation and be generally recognized for his contribution. These individuals participate by reviewing and commenting on subjects in their field of expertise and are retained on appropriate and necessary committee mailing lists.

### **7.9 Corresponding Membership**

The Technical Committees may, at their option, offer Corresponding Membership to utilize the expertise of those who are not normally able to attend the Committee meetings. Corresponding Members may participate in all Technical Committee activities, including

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the development and review of standards documents. In addition, Corresponding Members may participate in the review of technical papers sponsored by the Technical Committee.

Corresponding Members may be appointed by the Chair of the Technical Committee, with notification given to the Chair of the Technical Council. The qualifications and eligibility for membership, and continued membership, are the same as for regular Technical Committee members, with the exception of the requirement of regular attendance at meetings.

If desired, Corresponding Membership may be offered at Subcommittee, Working Group, and Task Force levels.

**8. Technical Council Meetings and Publications Responsibilities**

**8.1 General Meetings**

**8.1.1 Technical Program Committee for a General Meeting**

Each general meeting will have a Technical Program Chair with a committee which has responsibility for the technical program for that specific meeting. The Technical Program Committee for a general meeting will be organized not less than 18 months in advance of the meeting date. This committee will consist of Technical Committee Program Chairs (TCPCs) drawn from each of the technical committees. This committee will have sole responsibility for the design and implementation of the technical program for that one meeting, not multiple meetings.

**8.1.1.1 Technical Program Chair**

**8.1.1.1.1 Qualifications and Appointment**

The Technical Program Chair is jointly appointed by the Vice President, Meetings Activities, and the Vice President, Technical Activities at least 18 months in advance of a general meeting date. The Technical Program Chair should be experienced in organizing the technical content for a major PES conference and should be a person recognized for diligence in organizing such work.

**8.1.1.1.2 Term**

The Technical Program Chair is appointed for a two year period. The first 18 months is spent prior to a general meeting in organizing the meeting technical content and the remaining 6 months after the meeting in helping the Technical Program Chair for the succeeding meeting, after this all duties cease.

**8.1.1.1.3 Duties**

The Technical Program Chair shall:

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- a. Seek the advice and input of the Technical Committees to identify the theme of the particular conference and the technical tracks to address the preferred subjects. The theme is important and could somewhat be tied to the time and/or the location of the conference. Realistically, the number of tracks should not be more than four.
- b. Publish the call for papers not later than a year ahead of the conference date and preferably one year ahead of the deadline of the paper submission date. The call for papers shall clearly state the theme for the conference and the technical tracks to address the preferred subjects.
- c. Coordinate and guide the Technical Council Program Committee activities to achieve the objectives of the conference.
- d. Coordinate and finalize the conference technical program.
- e. Liaise with the local organizing committee to achieve a harmonized flow of the technical events along the tracks specified.
- f. Report regularly and at the end of the conference to the Technical Council and the Governing Board on the progress and recommendations for future events.

### 8.1.2 Technical Committee Program Chairs (TCPCs)

#### 8.1.2.1 Qualifications and Appointment

Each Technical Committee Program Chair shall be a member in good standing of one of the technical committees (see also 7.1.5.2 b). The appointment of the Technical Committee Program Chairs for each technical committee will be via nomination by the Technical Committee Chair, with approval by the Technical Council Technical Sessions Committee Chair.

#### 8.1.2.2 Duties

The Technical Committee Program Chairs shall:

- a. Work with the general meeting Technical Sessions Committee Chair to determine preferred subjects or "tracks" for upcoming meetings.
- b. The primary task of the TCPC is the review and scheduling of Proceedings Papers and Panel Sessions. The TCPC reviews Proceedings Papers that have been submitted for the meeting and approves or disapproves the proposed paper. The TCPC has no duties regarding review or approval of Transactions Papers. However, duties do include scheduling Transactions Papers into general meeting technical sessions. It is preferable that the TCPC not be a member of the Transactions Editorial Board.
- c. Review submitted panel session and special educational session summaries for adequate presentation of the ideas and concepts being presented in the session.
- d. Coordinate the meeting room requests for PES meetings. Normally the meeting room request will come from either the IEEE PES Executive Office or the designated PES meeting room coordinator for the specific meeting.

### 8.1.3 General Meetings Scheduling

Because of the need to meet publication deadlines for the advance program, the final program and the General Meeting Proceedings, the Technical Council has established the

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dates which must be met by the Technical Sessions Committee prior to each general meeting. Full and complete information is found at the PES website [http://www.ieee.org/portal/index.jsp?pageID=pes\\_home](http://www.ieee.org/portal/index.jsp?pageID=pes_home) under the 'Information for Authors' menu heading.

### 8.2 Special Technical Conferences

The Power & Energy Society sponsors several special technical conferences. The TCPC's may be called upon to review papers for special technical conferences and should follow procedures for these reviews that are similar to the review of papers for the general meetings. The schedule milestones for special technical conferences are determined by the conference technical committee and do not conform to the schedules in section 8.1.3 above. The details and schedules for each special technical conference are determined by the conference technical committee.

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Annex A: [Normative]

Note, this annex includes the latest baseline operating procedures from the IEEE-SA AudCom webpage. The latest version of the baseline operating procedures shall be used in development of operating procedures for any technical committee of the IEEE Power & Energy Society.

### IEEE Standards Association (IEEE-SA) Baseline Operating Procedures for IEEE Standards Sponsors – Individual Method

***The principles contained in the IEEE Standards Association (IEEE-SA) Model Operating Procedures for IEEE Standards Sponsors constitute the fundamental requirements for proper standards practice in the IEEE.***

***The IEEE-SA requires that these procedures be adopted intact, with modifications of some clauses allowed as indicated. Modifications for additional unique Sponsor details may be proposed, which will be audited for appropriateness by the IEEE-SA Standards Board Audit Committee, once approved by the Sponsor.***

***The current active Sponsor procedures shall be located on the IEEE Standards Association [web site](#). These procedures can be updated no more than once per year.***

Note: Text in *shaded italics* indicates a placeholder that should be replaced with information specific to a particular Sponsor.

#### **1. Introduction**

**This clause shall be included and shall not be modified except to identify the specific procedures related to the Sponsor.**

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

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

These Operating Procedures outline the orderly transaction of activities of *this committee*. For the development of standards, openness and due process must apply, which means that any individual with a direct and material interest who meets the requirements of these Operating Procedures has a right to participate by

- a) Expressing a position and its basis,
- b) Having that position considered, and

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c) Appealing if adversely affected.

Due process allows for equity and fair play. In addition, due process requires openness and balance (i.e., the standards development process should strive to have a balance of interests and not to be dominated by any single interest category). However, for the IEEE Standards Sponsor ballot, there shall be a balance of interests without dominance by any single interest category.

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

[New York State Not-For-Profit Corporation Law](#)

[IEEE Certificate of Incorporation](#)

[IEEE Constitution](#)

[IEEE Bylaws](#)

[IEEE Policies](#)

[IEEE Board of Directors Resolutions](#)

[IEEE Standards Association Operations Manual](#)

IEEE-SA Board of Governors Resolutions

[IEEE-SA Standards Board Bylaws](#)

[IEEE-SA Standards Board Operations Manual](#)

IEEE-SA Standards Board Resolutions

Policies/Procedures of the *IEEE Society that established this Sponsor*

Policies/Procedures of the *Technical Committee or Standards Committee that established this Sponsor*

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

### **1.1 IEEE Sponsor scope**

**This clause shall be included and shall not be modified except to include the Sponsor's approved scope.**

*Insert Sponsor scope.*

### **1.2 Organization of the Sponsor**

**This clause shall be included and shall not be modified.**

The Sponsor committee shall consist of officers (see clause 3) and other members.

### **2. Responsibilities of the Sponsor**

**This clause may be modified to add responsibilities.**

The Sponsor shall be responsible for at least the following:

a) Developing proposed IEEE standards and ensuring that they are within its scope

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- b) Initiating and overseeing ballots of proposed IEEE standards within its scope
- c) Maintaining the standards developed by the Sponsor in accordance with the *IEEE-SA Standards Board Operations Manual*
- d) Responding to requests for interpretations of the standards developed by the Sponsor
- e) Acting on other matters requiring Sponsor effort, as provided in these procedures
- f) Cooperating with other appropriate standards development organizations
- g) Protecting against actions taken in the name of the Sponsor without proper authorization
- h) Limiting distribution of the membership roster to appropriate parties

### **3. Officers**

This clause may be modified.

There shall be a Chair and a Secretary, and there should be a Vice Chair. The office of Treasurer is suggested if significant funds are involved in the operation of the Sponsor and/or its subgroups.

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

#### **3.1 Election or appointment of officers**

This clause may be modified. If the Sponsor has no other method for the appointment or election of officers, the following procedure should be used.

Officers shall be appointed/elected in accordance with the procedures of *the entity that established this Sponsor*. In the absence of such procedures, the Chair and Vice Chair shall be elected by the voting members of the Sponsor; and the Secretary and Treasurer, if any, shall be appointed by the Chair for a term of up to three (3) years. They may serve consecutive terms. A person may simultaneously hold the positions of Secretary and Treasurer.

The Chair shall appoint an Elections Officer, whose function is to gather nominations and conduct an election. The Elections Officer shall not be a nominee in the election.

Voting members shall nominate to the Elections Officer one or more voting members for the Chair and Vice Chair offices to be filled at the election. Nominees shall be eligible to hold the office for which they are elected. A person shall be nominated for no more than one office. Upon written notification, the nominee has 14 calendar days to indicate acceptance or rejection of the nomination. If no nomination is received or accepted for an office, a temporary appointment shall be made in accordance with Clause 3.2.

The Elections Officer shall prepare and conduct the election by letter or electronic ballot. Voting will conclude in a time determined by the Sponsor, but no less than 14 calendar days. Each balloter may cast one approval vote for as many nominees for an office as they choose. The



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nominee with the greatest number of approval votes shall win the election, provided ballots are returned by a majority of the eligible voters for that election.

### **3.2 Temporary appointments to vacancies**

*This clause may be modified.*

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 3.1.

### **3.3 Removal of officers**

*This clause may be modified.*

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

### **3.4 Responsibilities of officers**

#### **3.4.1 Chair**

*This clause may be modified to add responsibilities.*

The responsibilities of the Chair 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 Sponsor as a means of resolving issues
- l) Prioritizing work to best serve the group and its goals
- m) Ensuring that the Sponsor and all subgroups comply with the [IEEE-SA Patent Policy](#)

#### **3.4.2 Vice Chair**

*This clause may be modified.*

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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).

### **3.4.3 Secretary**

*This clause may be modified.*

The responsibilities of the Secretary 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 minutes of each meeting and publishing them within 60 calendar days of the end of the meeting
- d) Creating and maintaining the participant roster and submitting it to the IEEE Standards Department annually
- e) Being responsible for the management and distribution of Sponsor documentation
- f) Maintaining lists of unresolved issues, action items, and assignments
- g) Recording attendance of all attendees
- 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

### **3.4.4 Treasurer**

*This clause may be modified to add responsibilities.*

If needed, a Treasurer shall

- a) Maintain a budget
- b) Control all funds into and out of the Sponsor's bank account
- c) Follow IEEE policies concerning standards meetings and finances
- d) Adhere to the [\*IEEE Finance Operations Manual\*](#)

## **4. Membership**

### **4.1 Voting membership**

*This clause shall be modified to specify details on obtaining and maintaining voting membership status, including meeting attendance.*

*Each member is expected 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.*

### **4.2 Review of membership**

*This clause may be modified.*

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The Chair shall review the voting membership list at least annually. Voting members are expected to fulfill the obligations of active participation as defined in Clause 4.1. When a voting member is found in habitual default of these obligations, the Chair shall consider the matter for appropriate action, which may include termination of membership.

### **4.3 Voting membership roster**

*This clause shall be included and shall not be modified.*

The roster shall include the following:

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

### **5. Subgroups of the Sponsor**

*This clause may be modified.*

When one or more subgroups (subcommittees, working groups, writing groups, etc.) are formed specifically to expedite the standards development work of the Sponsor, their formation (and later disbandment) shall require approval by a majority vote of the Sponsor. The chair of such subgroup shall be appointed by the Chair of the Sponsor. The scope and duties delegated to such subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of the Sponsor. The scope, duties, and membership of all standards development subgroups shall be reviewed by the Sponsor annually. The duties of the officers of the subgroup are the same in context as that for Sponsor officers. Meetings of subgroups may be held as decided upon by the voting members or chair of the subgroup.

### **6. Meetings**

*This clause may be modified except for the requirement that the meetings be open.*

Sponsor meetings shall be held as decided by the Sponsor, the Chair, or by petition of five (5) or more members, to conduct business, such as making assignments, receiving reports of work, progressing draft standards, resolving differences among subgroups, and considering views and objections from any source.

The Sponsor may charge a meeting fee to cover services needed for the conduct of the meeting. The fee shall not be used to restrict participation by any interested parties.

Please note that all IEEE Standards development meetings are open to anyone who has a material interest and wishes to attend. However, some meetings may occur in Executive Session [see Clause 6.3].

#### **6.1 Quorum**

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This clause shall be included and shall not be modified, except that the values in the shaded text may be increased.

A quorum must be identified before the initiation of Sponsor 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 7.1. For Sponsors with less than 50 voting members, a quorum shall be defined as a majority of the current total voting membership. For Sponsors with 50 or more voting members, a quorum shall be defined as 10% 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.

### **6.2 Conduct**

This clause shall be included and shall not be modified.

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](#).

### **6.3 Executive session**

This clause shall be included and shall not be modified.

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

## **7. Vote**

This clause shall be included and shall not be modified except to include additional voting actions.

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

### **These actions include**

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

### **7.1 Voting between meetings**

This clause shall be included and shall not be modified.

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The Sponsor shall be allowed to conduct Sponsor 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\(4\)](#).

### **7.2 Proxy voting**

**This clause shall be included and shall not be modified if the Sponsor allows Proxy voting. If the Sponsor does not allow Proxy voting, a statement to that effect can replace this clause.**

The Chair must be informed of all proxies prior to the start of the meeting in which the proxy is to be in effect. Any assignment of proxy shall be sent to the Chair and the member serving as the proxy via fax or written communication that contains the assigner's signature. A proxy is not valid without written acknowledgment from the Chair and the member serving as proxy of receipt of the assignment.

Any one voting member of the Sponsor may hold no more than two proxy votes in addition to his or her vote. Proxy voting is allowed only for those voting members who cannot attend the entire meeting; proxies may not be assigned for parts of meetings. A voting member can assign his or her proxy for no more than two consecutive meetings of the Sponsor. The Chair shall announce any proxy voting to the Sponsor members at the start of the period in which the proxy is to be in effect.

Members serving as proxies may only vote on approved agenda items announced through the agenda distributed prior to the meeting. A member serving as a proxy must exercise his or her judgment as to the viability of instruction from the assigner when announced agenda items are amended or developed through the meeting process. Proxies may not be further assigned by the member serving as proxy.

### **8. Balloting group for a standard**

**This clause shall be included and shall not be modified.**

For approval of proposed standards, the Sponsor shall form a balloting group. This group shall be formed using the [invitation process](#) in accordance with the *IEEE-SA Standards Board Operations Manual*.

### **9. Communications**

**This clause shall be included and shall not be modified.**

All correspondence on behalf of the Sponsor shall contain identification of the Sponsor as the source of the correspondence.

#### **9.1 Formal internal communication**

**This clause may be modified.**

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If correspondence between subgroups involves issues or decisions (that is, non-routine matters) affecting other subgroups, copies shall be sent to all affected subgroup chairs, the Secretary, and the Sponsor officers.

### **9.2 External communication**

This clause may be modified.

Inquiries relating to the Sponsor 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.

### **9.3 Public statements for standards**

This clause shall be included and shall be modified to include the procedures for developing public statements.

All Sponsor public communications shall comply with the [policies](#) of the *IEEE-SA Standards Board Operations Manual*.

#### **9.3.1 Subgroup public statements**

This clause shall be included and shall not be modified.

Subgroup public statements shall not be released without prior approval of the subgroup. Such public statements also require approval of the Sponsor.

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 Sponsor Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the Sponsor logos.

### **9.4 Informal communications**

This clause shall be included and shall not be modified.

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

## **10. Interpretations**

This clause shall be included and shall not be modified, except to replace the shaded text.

The [procedures](#) stated in the *IEEE-SA Standards Board Operations Manual* shall be followed.

Interpretations shall be approved by *at least a two-thirds* approval vote of *a group determined by the Sponsor*.

## **11. Appeals**

This clause shall be included and shall be modified to include details on the appeals process.

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The Sponsor recognizes the right of appeal on procedural grounds. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Sponsor is performed in an identifiable manner. The appeals process shall be substantially similar to the [appeals processes](#) of the IEEE-SA Standards Board.