

**[COMMITTEE NAME]**

**ORGANIZATION AND PROCEDURES MANUAL**

Approved by Technical Council: Date (Day, Month, Year)

**Template Note: Instructions are provided in red bold text throughout. All instructions (including this one) should be deleted from the final document prior to submission to Technical Council for review. This version of the O&P Template is specific to Technical Committees that participate in standards-development activities. For Coordinating Committees and Technical Committees that do NOT participate in standards-development activities, refer to the O&P manual template for non-standards development committees.**

**IEEE POWER & ENERGY SOCIETY [COMMITTEE NAME]**

**ORGANIZATION AND PROCEDURES MANUAL**

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**REFERENCES**

1. IEEE-SA Standards Board Operations Manual

<http://standards.ieee.org/develop/policies/opman/>

1. IEEE-SA Standards Board Style Manual

<https://development.standards.ieee.org/myproject/Public/mytools/draft/styleman.pdf>

1. IEEE PES Committee Directory (Sign in Required)

<https://www.ieee-pes.org/pes-organization-chart-and-committee-directory>

1. Technical Sessions Guide for the Presenter

<https://www.ieee-pes.org/technical-session-guide-for-the-presenter>

1. Technical Sessions Guide for the Session Chair

<https://www.ieee-pes.org/technical-session-guide-for-the-session-chair>

1. IEEE Power & Energy Society Publication Guide

<https://www.ieee-pes.org/meetings-and-conferences/calls-for-papers/pes-authors-kit>

# Introduction

**Section 1 shall not be modified except as follows:**

* **Replace [Committee Name] with the name of the committee. If there is an abbreviation for the full Committee Name, add the abbreviation in parenthesis following the first instance of the Committee Name and then use the abbreviation thereafter.**

The [Committee Name] of the IEEE Power & Energy Society (PES) is a technical committee of the IEEE PES. The [Committee Name] functions within the scope of the Technical Council of the IEEE PES (Technical Council). The [Committee Name] reports to the Technical Council on matters concerning membership, recognition, scope, and the coordination of PES-generated standards and technical publications. For standards relating to its scope, the [Committee Name] works directly with the IEEE-SA Standards Board and the PES Standards Coordinating Committee. For publications relating to its scope, the [Committee Name] works directly with the PES Vice President of Publication.

The [Committee Name], in support of PES and with the direction and coordination of the Technical Council, shall participate in the following activities:

1. Promote the understanding of power and energy engineering
2. Promote the contributions of the power industry
3. Support power and energy engineering education
4. Seek and promote electric and energy utility and supplier industry management support for Society activities
5. Support and promote chapter activities.

These operating procedures outline the orderly transaction of business for the [Committee Name]. Several documents take precedence in the following order:

1. New York State Not-for-Profit Corporation Law
2. IEEE Certificate of Incorporation
3. IEEE Constitution
4. IEEE Bylaws
5. IEEE Policies
6. IEEE Board of Directors Resolutions
7. IEEE Standards Association Operations Manual
8. IEEE-SA Board of Governors Resolutions
9. IEEE-SA Standards Board Bylaws
10. IEEE-SA Standards Board Operations Manual
11. IEEE-SA Standards Board Resolutions
12. IEEE Power & Energy Society Constitution and Bylaws
13. PES Technical Council Organization & Procedures Manual
14. PES Technical Committee Policy & Procedures Manual
15. PES Technical Committee Organization & Procedures Manual
16. Robert’s Rules of Order (newly revised)

# Purpose of the Organization and Procedures Manual

**Section 2 may not be modified.**

The purpose of the [Committee Name] Organization and Procedures Manual (O&P Manual) is to provide information to officers and members of the [Committee Name] and its subcommittees and working groups, to assist them in understanding and working effectively with the [Committee Name] and its superior and subordinate organizations for all matters other than standards development, which is covered in the Policies & Procedures for Standards Development (P&P) document.

# Scope and Officers of the [Committee Name]

Section 3 may be modified to reflect the specific scope and organization of the Technical Committee and to add duties to the officers.

There are four roles required for every committee that are assigned at the discretion of the committee. These roles are described below. The language below should be inserted either into section 3.2 under the officer that serves in the role, or into section 6 under the subcommittee that performs the role. If the Standards Coordinator is a stand-alone role (i.e. not combined with another officer role), add it to the list of officers in this section.

Role 1: Serve as a member of the Technical Council. Represent the [Committee Name] at Technical Council meetings, make such reports as required, and report to the [Committee Name] all relevant decisions and deliberations of the Technical Council that impact the mission of the [Committee Name] and its various activities. Represent the [Committee Name] on the Technical Council Organization and Procedures Standing Committee.

Role 2: Serve as the Technical Committee Program Chair (TCPC) for the [Committee Name]. The TCPC shall:

* 1. Work with the general meeting Technical Sessions Committee Chair to determine preferred subjects or “tracks” for upcoming meetings.
  2. Review and schedule 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.
  3. Facilitate review of papers for special technical conferences following similar procedures as those used for papers for the general meeting. The details and schedules for each special technical conference are determined by the conference technical committee.
  4. Coordinate [Committee Name] meeting room requests, if any, for PES meetings.

Role 3: Serve as the [Committee Name] representative on the Technical Council Awards Standing Committee.

Role 4: Serve as the Standards Coordinator for the [Committee Name]. The Standards Coordinator shall have all duties defined in the IEEE PES [Committee Name] P&P. Additional duties shall include the following: [insert additional duties]

## Scope of the [Committee Name]

The scope of the [Committee Name] is as defined in the IEEE PES [Committee Name] P&P.

## Officers of the [Committee Name]

The officers of the [Committee Name] are as defined in the IEEE PES [Committee Name] P&P. The term, appointment and removal of officers of the [Committee Name] are as defined in the IEEE PES [Committee Name] P&P.

The officers of the [Committee Name] shall manage the day-to-day work and activities of the [Committee Name]. Specific duties for each officer are described below.

### Chair

The Chair shall have all duties defined in the IEEE PES [Committee Name] P&P. Additional duties shall include the following:

1. Have general supervision of the affairs of the [Committee Name] according to all relevant policies and procedures.
2. Preside at the meetings of the [Committee Name].

### Vice Chair

**If the Committee has a Vice-Chair, list the duties in the section below. Duties already defined in the Committee’s P&P should not be duplicated here. If there is no Vice-Chair, delete this section.**

The Vice-Chair shall have all duties defined in the IEEE PES [Committee Name] P&P. Additional duties shall include the following:

1. Assist the Chair in his/her duties and assume the Chair’s responsibilities whenever the Chair becomes unable to perform the duties.

### Secretary

**If the Committee has a Secretary, list the duties in the section below. Duties already defined in the Committee’s P&P should not be duplicated here. If there is no Secretary, delete this section.**

The Secretary shall have all duties defined in the IEEE PES [Committee Name] P&P. Additional duties shall include the following:

### Treasurer

**If the Committee has a Treasurer, list the duties in the section below. Duties already defined in the Committee’s P&P should not be duplicated here. If there is no Treasurer, delete this section.**

The Treasurer shall have all duties defined in the IEEE PES [Committee Name] P&P. Additional duties shall include the following:

### Past Chair

**If the Committee assigns duties to one or more Past Chairs, list those duties in the section below. Duties already defined in the Committee’s P&P should not be duplicated here. If there are no Past Chair roles, delete this section.**

The Immediate Past Chair shall have the duties outlined below:

## [Committee Name] Members

Refer to the IEEE PES [Committee Name] P&P for requirements related to membership.

# Liaisons

**This section may be modified.**

## [Committee Name] Liaison Representatives

The PES [Committee Name] 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 interest. This information exchange is accomplished through liaison representatives, appointed by the [Committee Name] Chair with the agreement and approval of the other group with which the liaison is to be established and with the concurrence of the [Committee Name] Administrative Subcommittee, if it exists. The liaison representative will provide reports to the [Committee Name] 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 [Committee Name] activities.

## Liaison Term of Office

The term of office for liaisons is at the discretion of the [Committee Name] Chair with the concurrence of the [Committee Name] Administrative Subcommittee but should not exceed the term of the Chair. Liaisons may be reappointed for subsequent terms.

# Procedures

## Quorum

**This section may be modified.**

A quorum shall be as defined in the IEEE PES [Committee Name] P&P.

## Voting Requirements

**This section may be modified.**

Voting requirements shall be as defined in the IEEE PES [Committee Name] P&P.

## Amendments to the Organization and Procedures Manual

**This section may be modified.**

Any member of the [Committee Name] may propose an amendment to the Organization and Procedures Manual by submitting it in writing to the Chair of the [Committee Name]. The proposed amendment shall be reviewed by the Administrative Subcommittee and balloted in accordance with 5.2. If approved, it shall be submitted for final approval by the officers of the [Committee Name]. Upon final approval, the Chair will incorporate the amendment into the Organization and Procedures Manual and will submit a redlined version of the revised manual to the Secretary of the PES Technical Council for distribution to all members of the PES Technical Council for comment and balloting in accordance with the IEEE PES Technical Council Organization and Procedures Manual.

## Exceptions to Procedures

**This section may NOT be modified.**

If the [Committee Name] desires to make an exception to its organization or procedures in a manner that departs from this Procedures Manual, it may do so upon approval of the Technical Council.

The Chair of the [Committee Name] 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 non-approval of a change, and the reasons therefor.

## Changes in Scope of [Committee Name]

**This section may NOT be modified.**

To affect a change in scope or add to or subtract from the present committee organization, the [Committee Name] shall prepare a written recommendation to the Chair of the Technical Council Organization and Procedures Committee (the Technical Council Secretary) with a copy to the Chair of the Technical Council. Changes which are strictly editorial may be approved by the Organization and Procedures Committee.

## Procedure for the Endorsement of Fellow Nominations

**This section is optional, depending on if the Committee incorporates this function into the Committee, and may be modified.**

IEEE Fellow is a distinction reserved for select IEEE members whose extraordinary accomplishments in any of the IEEE fields of interest are deemed fitting of this prestigious grade elevation. The [Committee Name] supports the nomination of individuals within their committee by [insert a description of the Committee’s process].

The procedure for [Committee Name] endorsement for Fellow nominations is outlined in the following directive from the PES Executive Board in the following link:

<http://www.ieee-pes.org/professional-development/fellow-nomination>

## Standards Development

**This section may NOT be modified.**

The standards development activities of the IEEE PES are performed by the Technical Committees of the IEEE PES. For the [Committee Name], these activities are governed by the P&P. The P&P shall conform to the Baseline Procedures approved by the Standards Board of the IEEE Standards Association at the time the P&P is submitted for approval. The latest procedures are available at the IEEE-SA website, <http://standards.ieee.org/about/sasb/audcom/bops.html>

In addition to the P&P, the [Committee Name] shall have Working Group Policy and Procedures available on the [Committee Name] web page.

# Subgroups of the [Committee Name]

## Subcommittees

### Responsible Subcommittees

**This section should be modified to list the names of the subcommittees of the Committee and their scopes.**

The IEEE PES [Committee Name] P&P defines the scope and duties of Responsible Subcommittees that oversee standards development activities. Subcommittees that do not participate in standards development activities are referred to in this O&P document as only “Subcommittees.” For purposes of this document, all subcommittees will only be referred to as “Subcommittees.” The name(s) and scope of the Subcommittee(s) of the [Committee Name] shall be:

1. Administrative Subcommittee: Refer to Section 6.1.5
2. [Insert names and scopes of other Subcommittees]

The scope of each Subcommittee is established by the [Committee Name] and may be changed by submitting a written recommendation to the Chair of the [Committee Name]. The written request will be evaluated and balloted by the Administrative Subcommittee according to the requirements in Section 5.2.

### Subcommittee Membership

**This section may be modified if the Committee has different membership requirements for non-standards developing subcommittees, but the requirements for standards-developing subcommittees must match the P&P**

The procedures governing Subcommittee membership shall be as defined in the IEEE PES [Committee Name] P&P.

### Appointment of Subcommittee Chair

**Same as above**

The procedures governing the appointment of Subcommittee Chairs shall be as defined in the IEEE PES [Committee Name] P&P.

### Duties of Subcommittee Chairs

**This section may be modified. Duties already defined in the Committee’s P&P should not be duplicated here. The list below is provided as an example.**

The Subcommittee Chair shall have all duties defined in the IEEE PES [Committee Name] P&P. Additional duties shall include the following:

* + - 1. Supervise the affairs of their subcommittee, under the general direction and guidance of the [Committee Name] Chair. Monitor and supervise the activities of the Task Forces and Working Groups under the direction of the Subcommittee.
      2. With the approval of the [Committee Name] Chair, select one or more persons, such as a vice-chair and/or secretary, to assist with the administration of the subcommittee.
      3. Call and preside at the meetings of their subcommittee.
      4. Promote technical papers pertaining to the objectives of their subcommittee and its working groups.
      5. Be alert to new technical problems that need to be worked on by their subcommittee.
      6. Recommend the establishment of new working groups and the dissolution of old ones when they have served their purpose.
      7. Report on the activities of the subcommittee and its working groups, either verbally at meetings of [Committee Name] or in writing to the [Committee Name] Chair when so requested.
      8. Submit minutes of the meetings of their subcommittee and its working groups, for inclusion in the [Committee Name] meeting minutes.
      9. Recommend members of their subcommittee for membership on the [Committee Name].
      10. Recruit and induct new subcommittee members and retire members who no longer meet membership requirements.
      11. Canvass members annually to determine the member's continued interest in the subcommittee.
      12. Notify a new member of a subcommittee following the appointment.
      13. Prepare Annual Report information and give to [Committee Name] Secretary.

### [Committee Name] Administrative Subcommittee

**This section may be modified.**

An Administrative Subcommittee of the committee may be formed, consisting of (as a minimum) the Officers as defined in Section 3.1 and the chairs of the Subcommittees. This Administrative Subcommittee shall meet to coordinate the activities of the [Committee Name] and serve as a means of discussion and communication.

## Working Groups

**This section may be modified but shall not conflict with the P&P.**

### Definition of a Working Group

Working Groups that perform standards development activities shall be governed by the IEEE PES [Committee Name] P&P and Working Group P&P. If the [Committee Name] or any of its Subcommittees find it necessary to organize one or more working groups for purposes other than standards development, the following definition shall apply:

Working Group – two or more individuals responsible for a defined outcome and for responding to views and objections thereon.

The Working Group name will normally include the subject area for which it was created.

There is no established limit to the number of members of a working group.

### Qualifications and Eligibility of Working Group Members

The procedures governing working group membership and eligibility shall be as defined in the IEE PES [Committee Name] Working Group P&P.

### Qualifications and Eligibility of Working Group Chairs

The procedures governing qualifications and eligibility of Working Group Chairs shall be as defined in the IEE PES [Committee Name] P&P.

### Appointment of Working Group Chair

The procedures governing appointment of Working Group Chairs shall be as defined in the IEE PES [Committee Name] P&P.

## Task Forces

**This section may be modified but shall not conflict with the P&P.**

### Definition of a Task Force

To carry out its assigned responsibilities, the [Committee Name] or any of its Subcommittees or working groups (also referred to as the parent group of the Task Force) may find it necessary to organize one or more task forces. Within the [Committee Name], the following definition shall apply:

Task Force - two or more individuals appointed by the Chair of either the [Committee Name] or the subcommittee or working group under which the task force is formed to investigate, evaluate and recommend action on special matters brought before it.

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

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.

While there is no established term for a Task Force, it is generally a fixed term not to exceed X years.

Where competing viewpoints exist regarding the subject matter, capable representatives of each viewpoint should be invited to serve.

### Task Force Scope

The “scope of activity,” or the assignment of particular responsibilities, for a Task Force is determined by the chair of the parent group forming the task force and shall be clearly communicated in writing to the chair of the task force as well as recorded in the minutes of the meeting during which the task force is formed, or, in cases where a task force is formed between regular meetings, in the minutes of the next regular meeting of the parent group.

The scope of activity, or responsibilities, of a task force may be amended, or otherwise altered at any time deemed advisable by the chair of the parent group that formed the task force. 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.

### Eligibility and Qualifications of Task Force Chair and Members

Although not mandatory, it is desirable that the chair and members of a task force be existing or former members of the parent group that formed the task force and have a basic familiarity with [Committee Name] 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. The chair shall be a member in good standing of the IEEE and PES.

### Appointment of Task Force Chair and Members

The chair of a task force is appointed by the chair or the parent group forming the task force. Members of a task force shall be appointed by the chair of the parent group or the Task Force Chair with the approval of the chair of the parent group. Individual members of the parent group may request membership in the task force by making such requests known to the chair of the parent group and such membership requests shall not be arbitrarily denied.

### Term of Office

The chair and the members of Task Forces serve at the discretion of the chair of the parent group that formed the task force or until the original work for which the Task Force was established has been completed and their recommendations have been considered by the parent group.

### Meetings

Depending on the nature of its scope and membership representation, much of the work of a 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 parent group that formed the task force and report on the status or progress of work assigned to the Task Force.

### Duties of the Chair of a Task Force

The Chair of a Task Force shall:

* + - * 1. Ensure that the Task Force carries out its assigned tasks in an efficient and timely manner.
        2. Preside at meetings of the Task Force, if applicable.
        3. Attend meetings of the parent group that formed the task force and bring to the attention of the parent group the results of Task Force activities and deliberations and make recommendations to the parent group for action.
        4. Assist the chair of the parent group that formed the task force in all activities relevant to the mission of the Task Force.