



**IEEE POWER AND ENERGY SOCIETY**  
**POWER SYSTEMS COMMUNICATIONS TECHNICAL COMMITTEE**  
**ORGANIZATION AND PROCEDURES MANUAL**  
**Revision: November 2009**



**IEEE POWER AND ENERGY SOCIETY**  
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**August 2009**

**Approved:**

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**Frances Cleveland, Chair**  
**IEEE PES Power System Communications Committee**

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Table of Contents

<b>1. INTRODUCTION.....</b>	<b>1</b>
<b>2. PURPOSE OF THE ORGANIZATION AND PROCEDURES MANUAL.....</b>	<b>2</b>
<b>3. IEEE POWER SYSTEMS COMMUNICATIONS COMMITTEE SCOPE .....</b>	<b>2</b>
3.1 SCOPE OF SUBCOMMITTEES.....	3
3.1.1 Administrative Subcommittee .....	3
3.1.2 Bibliography, Education, and Recognition Subcommittee.....	3
3.1.3 Power Line Carrier Subcommittee.....	3
3.1.4 Radio Subcommittee.....	4
3.1.5 Fiber optics Subcommittee .....	4
3.1.6 Wire Line Subcommittee .....	4
3.1.7 New Concepts Subcommittee.....	4
3.1.8 Standards Subcommittee.....	5
3.1.9 Communications Protocol Subcommittee .....	5
3.2 CHANGES IN SCOPE OF THE POWER SYSTEMS COMMUNICATIONS COMMITTEE .....	5
<b>4. ORGANIZATION .....</b>	<b>5</b>
<b>5. RESPONSIBILITIES OF THE POWER SYSTEMS COMMUNICAITONS COMMITTEE.....</b>	<b>6</b>
<b>6. OFFICERS .....</b>	<b>7</b>
6.1 APPOINTMENT OF COMMITTEE OFFICERS .....	7
6.2 TERM OF OFFICE .....	8
6.3 AUTOMATIC PROGRESSION OF OFFICERS.....	8
6.4 TEMPORARY APPOINTMENTS TO VACANCIES.....	8
6.5 REMOVAL OF OFFICERS.....	8
6.6 RESPONSIBILITIES OF OFFICERS .....	8
6.6.1 <i>Chair</i> .....	8
6.6.2 <i>Vice Chair</i> .....	10
6.6.3 <i>Secretary</i> .....	11
6.6.4 <i>Treasurer</i> .....	11
<b>7. MEMBERSHIP.....</b>	<b>12</b>
7.1 POWER SYSTEMS COMMUNICATIONS COMMITTEE MEMBERS (VOTING MEMBERS).....	12
<a href="#">7.1.1 NOTIFICATION OF APPROVAL OR DENIAL OF MEMBERSHIP.....</a>	<a href="#">15</a>
7.2 ELIGIBILITY AND QUALIFICATIONS.....	12
7.3 AFFIRMATION, TERMINATION, AND REINSTATEMENT OF MEMBERSHIP .....	13
7.4 VOTING MEMBERSHIP ROSTER .....	13

7.5	CORRESPONDING MEMBERSHIP .....	13
7.6	EMERITUS MEMBERSHIP .....	14
7.7	PARTICIPATION BY NON-MEMBERS OF IEEE .....	14
<b>8.</b>	<b>SUBCOMMITTEES.....</b>	<b>14</b>
8.1	APPOINTMENT OF SUBCOMMITTEE CHAIR .....	15
8.2	DUTIES OF THE SUBCOMMITTEE CHAIR .....	15
8.3	ELIGIBILITY AND QUALIFICATIONS OF SUBCOMMITTEE MEMBERS (OTHER THAN ADMINISTRATIVE SUBCOMMITTEE).....	16
8.4	ADMINISTRATIVE SUBCOMMITTEE MEMBERSHIP .....	16
<b>9.</b>	<b>WORKING GROUPS .....</b>	<b>16</b>
9.1	APPOINTMENT OF WORKING GROUP CHAIRS .....	16
9.2	QUALIFICATIONS AND ELIGIBILITY OF WORKING GROUP CHAIRS .....	17
9.3	QUALIFICATIONS AND ELIGIBILITY OF WORKING GROUP MEMBERS .....	18
9.4	LIAISON REPRESENTATIVES .....	18
9.4.1	<i>Eligibility and Qualification of Liaison Representatives.....</i>	<i>18</i>
<b>10.</b>	<b>MEETINGS.....</b>	<b>18</b>
10.1	QUORUM.....	19
10.2	CONDUCT.....	19
10.3	EXECUTIVE SESSION .....	19
<b>11.</b>	<b>VOTE.....</b>	<b>19</b>
11.1	VOTING BETWEEN MEETINGS .....	20
11.2	PROXY VOTING.....	20
11.3	VOTING REQUIREMENTS FOR MOTIONS.....	20
<b>12.</b>	<b>PROCEDURES.....</b>	<b>20</b>
12.1	AMENDMENTS TO ORGANIZATION & PROCEDURES MANUAL .....	21
12.2	ENDORSEMENT OF FELLOW AWARD.....	21
12.3	EVALUATION AND PRESENTATION OF TECHNICAL PAPERS.....	21
12.3.1	<i>Responsibility for Evaluation of Technical Papers .....</i>	<i>21</i>
12.3.2	<i>PES Transactions.....</i>	<i>21</i>
12.3.3	<i>Other Technical Papers .....</i>	<i>21</i>
12.3.4	<i>Technical Paper Review Procedure.....</i>	<i>22</i>
12.3.5	<i>Technical Paper Presentations.....</i>	<i>22</i>
<b>13.</b>	<b>GENERATION OF IEEE STANDARDS.....</b>	<b>22</b>
<b>14.</b>	<b>BALLOTING GROUP FOR A STANDARD .....</b>	<b>23</b>
<b>15.</b>	<b>COMMUNICATIONS .....</b>	<b>23</b>
15.1	FORMAL INTERNAL COMMUNICATION.....	23
15.2	EXTERNAL COMMUNICATION.....	24

15.3	PUBLIC STATEMENTS FOR STANDARDS .....	24
	<u>15.3.1 SPONSOR AND SUBGROUP PUBLIC STATEMENTS.....</u>	<u>28</u>
	<u>15.3.2 SUBGROUP PUBLIC STATEMENTS.....</u>	<u>28</u>
	<u>15.3.3 PUBLIC STATEMENTS TO BE ISSUED BY OTHER ENTITIES.....</u>	<u>28</u>
15.4	INFORMAL COMMUNICATION .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
15.5	STANDARDS PUBLICITY.....	25
<b>16.</b>	<b>TASK FORCE, WORKING GROUP, &amp; SUBCOMMITTEE PUBLICATIONS ...</b>	<b>25</b>
<b>17.</b>	<b>INTERPRETATIONS.....</b>	<b>26</b>
<b>18.</b>	<b>APPEALS .....</b>	<b>26</b>
<b>ANNEX A</b>	<b>REFERENCES.....</b>	<b>28</b>
<b>ANNEX B</b>	<b>IEEE POWER SYSTEMS COMMUNICATIONS COMMITTEE ORGANIZATION CHART .....</b>	<b>29</b>
<b>ANNEX C</b>	<b>MEMBERSHIP APPLICATION AND ELIGIBILITY REQUIREMENTS..</b>	<b>30</b>
	MEMBERSHIP APPLICATION .....	30
	MEMBERSHIP ELIGIBILITY REQUIREMENTS.....	31
<b>ANNEX D</b>	<b>HOW TO CONDUCT WORKING GROUP MEETINGS .....</b>	<b>32</b>
	PRIOR TO THE MEETING:.....	32
	AT THE MEETING:.....	32
	START YOUR MEETING ON TIME. ....	32
	IMMEDIATELY FOLLOWING THE MEETING: .....	33
	BETWEEN MEETINGS .....	33
<b>ANNEX E</b>	<b>HOW TO COMPLETE A WORKING GROUP ASSIGNMENT .....</b>	<b>35</b>
	ASSEMBLING THE WORKING GROUP.....	35
	DEVELOP THE OBJECTIVES.....	35
	DEVELOP THE PROJECT AUTHORIZATION REQUEST (PAR) .....	35
	RESEARCH THE LITERATURE.....	35
	WRITE THE OUTLINE .....	35
	MAKE WRITING ASSIGNMENTS .....	36
	INTEGRATE WRITING ASSIGNMENTS INTO A FIRST DRAFT.....	36
	EDIT THE DRAFT .....	36
	UNRESOLVED ISSUES .....	36
	BALLOTING.....	37
	PUBLISH THE DOCUMENT .....	37
	SUMMARY PAPER .....	37
	DISPOSITION OF WORKING GROUP .....	37

## **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 Power Systems Communications Committee 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 the Power Systems Communications 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
- 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

# Power Systems Communications Committee Organization & Procedures Manual – February 2009

IEEE-SA Standards Board Operations Manual  
IEEE-SA Standards Board Resolutions  
Power and Energy Society Constitution and Bylaws  
Power and Energy Society Technical Council Organization and Procedures Manual

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

## 2. Purpose of the Organization and Procedures Manual

This manual defines the organization of the Power Systems Communications Committee (the Committee), the scopes of the main committee and its subcommittees, and the duties of the main committee officers, subcommittee chairs and working group chairs. Membership qualifications for the main committee, the subcommittees, and the working groups are stipulated. In addition, certain relevant operating procedures are defined.

An organization chart of the Committee is included as Annex B to this document. The Committee administrative year shall begin on January 1, the same as the administrative year for the IEEE PES. All appointed officers shall begin their terms on that date and serve for the prescribed term.

## 3. IEEE Power Systems Communications Committee Scope

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

Treatment of all matters in which the dominant factors is the transfer of intelligence by electrical means for the control of generation, transmission, and distribution for power. This involves specifically, but not exclusively, the following:

Study of integrated communications for power systems; methods of measurement; cyber security; and protection of communication circuits and equipment (infers safety to personnel). Application and coordination of communication equipment as required for the functions of facsimile, load control, pilot relaying, transfer trip, supervisory control, telemetering, voice communications, and data communications through the transmission media of audio tones, power line and telephone line carrier, microwave radio, satellites, telephone lines and cables, fiber optics, other wireless media, and broadband power line carrier,.

Design, construction and application of power line carrier equipment, including transmitters, receivers, coupling and tuning devices, and line traps.

Personnel safety through coordinated application with power line carrier and telephone. To accomplish this, the committee will be on the alert for improved devices and methods,

## **Power Systems Communications Committee Organization & Procedures Manual – February 2009**

soliciting papers on pertinent subjects, and encouraging research in appropriate areas. Through liaison with others, the committee will determine and control its own activities to those areas not properly covered elsewhere. At all times personnel safety will guide power system communications applications against injury, abnormal voltages, and currents under all conditions.

b. Sponsorship and development (either alone or jointly with other technical committees and/or organizations) of standards, recommended practices, guidelines and policies as well as preparation of position papers and/or documents, technical conferences and/or sessions on matters related items above.

c. Liaison and cooperation with other technical committees, societies, groups and associations concerned with various aspects of items above.

### **3.1 Scope of Subcommittees**

#### **3.1.1 Administrative Subcommittee (SC-1)**

- a. Plan and coordinate the activities of the main committee and its subcommittees.
- b. Oversee through the Standards Subcommittee the development and approval of committee sponsored standards, recommended practices, guides and position documents.
- c. Oversee through the Recognition and Awards Subcommittee the nomination and presentation of awards.
- d. Maintain liaison with other technical committees, societies, groups and associations.
- e. Plan, coordinate and sponsor technical sessions and special technical conferences in the field of power communications, distribution communications and reactors.

#### **3.1.2 Bibliography, Education, and Recognition Subcommittee (SC-2)**

Keep an up-to-date bibliography on power system communications and related literature and periodically prepare for publication. Promote power system communications education by developing tutorial sessions. Prepare and arrange for publication of news items about committee activities and achievements. Prepare and submit PSCC nominations for advancement to fellow grad and nominations of committee members for prize awards and for recognition for outstanding contributions. Represent PSCC on the PES/Awards Committee.

#### **3.1.3 Power Line Carrier Subcommittee (SC-3)**

- a. Study and review engineering aspects of specific power line carrier applications and interests of the committee.



**Power Systems Communications Committee Organization & Procedures Manual –  
February 2009**

- b. Develop and maintain related standards, recommended practices and guides for such products.
- c. Coordinate with other technical committees, groups, societies and associations as required.

**3.1.4 Radio Subcommittee (SC-4)**

- a. Study and review engineering aspects of communications methodologies using atmospheric propagation, including two-way radio, microwave, and higher frequency applications used within the power industry.
- b. Develop and maintain related standards, recommended practices and guides for such criteria.
- c. Coordinate with other technical committees, groups, societies and associations as required.

**3.1.5 Fiber Optics Subcommittee (SC-5)**

- a. Study and review engineering aspects of fiber optics including but not limited to cable construction and installations, hardware, digital transmission using fiber optics, as they apply to the power utility industry.
- b. Develop and maintain related standards, recommended practices and guides for such products.
- c. Coordinate with other technical committees, groups, societies and associations as required.

**3.1.6 Wire Line Subcommittee (SC-6)**

- a. Establish methods and suggest practices for the protection and use of all forms of single and multipurpose wire line communications systems which serve electrical power stations or which are otherwise subjected to the influence of electric power or lightning. Communications systems may be defined in this instance as the media, whether owned or leased, for the transmittal of any form of intelligence.
- b. Develop and maintain related standards, recommended practices and guides for such products.
- c. Coordinate with other technical committees, groups, societies and associations as required.

**3.1.7 New Concepts and Protocols Subcommittee (SC-7)**

- a. Study and review engineering aspects of new concepts that are technically viable, apply to or have affects on communications, and are pertinent to the power utility industry.

## **Power Systems Communications Committee Organization & Procedures Manual – February 2009**

- b. Develop and maintain related standards, recommended practices and guides for such products.
- c. Coordinate with other technical committees, groups, societies and associations as required.

### **3.1.8 Standards Subcommittee (SC-8)**

- a. Responsible for cognizance of current status of standards sponsored by the Committee.
- b. Coordinate revision work of base standards by maintaining a list of requested changes and assigning them to the appropriate Technical Subcommittees. Coordinate inputs into a complete and logical document for submission to the Standards Board.
- c. Ensure that the terminology and units used in standards developed by the Committee correspond to what is internationally accepted.
- d. Coordinate activities with IEEE Standards Board and Standards Coordinators of other Technical Committees.

### **3.1.9 Security Subcommittee (SC-9)**

- a. Development of recommended practices, educational material, and other information related to the assessment of information security risks in power system operations.
- b. Liaison with IEC TC57 WG15 on Power Systems Communications Security

### **3.1.10 Broadband Power Line Technology Subcommittee (SC-10)**

- a. Evaluate and report on the characteristics and performance of Broadband over Power Line (BPL) systems as they are applied and affect the electric power systems. Recommend design criteria and operating and test procedures to assure reliability of and compatibility with utility distribution systems and the general public. Report on new equipment designs applicable to electric utility use. Develop and maintain related standards.

## **3.2 Changes in Scope of the Power Systems Communications Committee**

The scope is reviewed annually and any proposed changes are submitted to the Administrative Subcommittee (AdSub). Changes approved by AdSub are submitted to the next meeting of the Committee for a voice vote. Next, they are submitted to the Power and Energy Society (PES) Organization and Procedures Committee for review and to the Technical Council (TC) for final approval.

## **4. Organization**

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

## **Power Systems Communications Committee Organization & Procedures Manual – February 2009**

The Power Systems Communications Committee shall consist of officers (see clause 6) and other members.

### **5. Responsibilities of the Power Systems Communications Committee**

*This clause may be modified to add responsibilities.*

The Power System Communications Committee shall be responsible for at least the following:

- a. Developing proposed IEEE standards and ensuring that they are within its scope
- b. Initiating and overseeing ballots of proposed IEEE standards within its scope
- c. Maintaining the standards developed by the Committee in accordance with the IEEE-SA Standards Board Operations Manual
- d. Responding to requests for interpretations of the standards developed by the Committee
- e. Acting on other matters requiring Committee effort, as provided in these procedures
- f. Cooperating with other appropriate standards development organizations
- g. Protecting against actions taken in the name of the Committee without proper authorization
- h. Limiting distribution of the membership roster to appropriate parties
- i. Promote and coordinate activities in its field.
- j. Sponsor technical sessions either alone or jointly with other committees of PES or with other technical organizations.
- k. Review and grade technical papers.
- l. Initiate, propose, and/or process awards for committee, subcommittee, and working group members. Promote Senior Memberships and IEEE Fellow candidates and evaluate proposed Fellow candidates by other than committee sources.
- m. Offer cooperation with local sections/chapters of the IEEE PES.

## Power Systems Communications Committee Organization & Procedures Manual – February 2009

- n. Select session chairs and be responsible for presentation of papers at meetings designated by PES.
- o. Inform the general membership of the PES about the activities of the Committee by submitting news items to the Power and Energy Society Newsletter or to the Power Engineering Review, as appropriate.
- p. Encourage all who are qualified to seek membership in the Power and Energy Society and the Power Systems Communications Committee.

### 6. Officers

This clause may be modified.

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 Committee 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.

#### 6.1 Appointment of Committee 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 Power Systems Communication Technical Committee. 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.

## **Power Systems Communications Committee Organization & Procedures Manual – February 2009**

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 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.

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

### 6.2 Term of Office

The Chair, Vice-Chair, Secretary, and Treasurer appointments (appointments are made by the Chair of the Technical Council) are for a term of three years. The individuals selected for these positions are expected to serve in each office for the period specified.

### 6.3 Automatic Progression of Officers

The Committee employs automatic progression of its officers from Secretary to Vice Chair to Chair, in a nine-year time span (the Treasurer is excluded from this progression).

### 6.4 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 6.1.

### 6.5 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.

### 6.6 Responsibilities of Officers

#### 6.6.1 Chair

## Power Systems Communications Committee Organization & Procedures Manual – February 2009

This clause may be modified to add responsibilities.

The responsibilities of the Chair shall include:

- a. Leading the activity according to all of the relevant policies and procedures
- b. Forming Study Groups, as necessary
- c. Appointing a person or group with responsibility for interpretations of all approved standards
- d. Being objective
- e. Entertaining motions, but not making motions
- f. Not biasing discussions
- g. Delegating necessary functions
- h. Ensuring that all parties have the opportunity to express their views
- i. Setting goals and deadlines and adhering to them
- j. Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- k. Seeking consensus of the Committee as a means of resolving issues
- l. Prioritizing work to best serve the group and its goals
- m. Ensuring that the Committee and all subgroups comply with the IEEE-SA Patent Policy
- n. Providing general supervision of the affairs of the Power Systems Communications Committee.
- o. The Chair shall preside at the meetings of the Committee and shall be an ex officio member of all of the Committee's subcommittees.
- p. Monitoring the necessity of changing the scope of the Committee and obtain Administrative Subcommittee approval for such changes.
- q. Monitoring the desirability of forming new subcommittees and the disbanding of other subcommittees as necessary.
- r. Being a member of the Technical Council and submit a written report of Committee activities at each Technical Council meeting for inclusion in the minutes.
- s. Following progress of work in Subcommittees and expedite this work as necessary to meet the goals of the IEEE Power Engineering Society.
- t. Encouraging members of the Committee to schedule and participate in technical sessions at General and Regional meetings. The Chair should seek for suitable subjects for Special Technical Conferences to promote advances in technology within the Committee's scope.
- u. Initiating the development of standards within the scope of the committee documents in accordance with the IEEE-SA Standards Board Operations Manual.
- v. Promoting power engineering education within the scope of the Committee. With the aid of the Power Engineering Education Committee, planning tutorial sessions, publications, working group, subcommittee, and committee educational reports. Also, preparing data of use and interest to colleges and universities regarding the state of the art of power engineering and request (through the Power Engineering

## Power Systems Communications Committee Organization & Procedures Manual – February 2009

Education Committee) information from colleges and universities that would aid in problem solution. Maintaining an effective liaison with the Power Engineering Education Committee.

- w. Furnishing planning support to the Technical Council in the assigned technical areas.
- x. Obtaining approval from the Technical Council on joint projects with organizations outside of the PES.
- y. Attending all Administrative Subcommittee meetings and serve as Chair of the Administrative Subcommittee, and present a Chair's report.

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

- a. Review of IEEE position papers as assigned by the Chair of the Technical Council.
- b. Providing training for new working group chairs and orientation for new members.

### 6.6.2 Vice Chair

**This clause may be modified.**

The Vice Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse him or herself (e.g., to speak for or against a motion).

The responsibilities of the Vice Chair shall include:

Assisting the Chair in all duties.

- a. Being a member of the Technical Program Committee for the PES Winter and Summer Power Meetings.
- b. Performing the function of Technical Publications Coordinator for the Committee. Duties include: processing the review of technical papers sent to the committee by PES Special Activities; planning the number of technical paper and panel sessions for the Winter and Summer Power Meetings and PES Transmission and Distribution Conference; planning joint sessions with other Technical Committees, and coordinating these plans with PES Special Activities or the designated PES meeting room coordinator for the specific meeting; and arranging for a Session Chair for each session sponsored by the Committee.
- c. Representing the Committee on the Technical Improvement Committee of the Technical Council.
- d. Representing the Committee on the Organization and Procedures Committee of the Technical Council.
- e. Coordinating the meeting room requests for PES meetings. See the IEEE/PES Technical Council Organization and Procedures Manual for more details.
- f. Biannually, in the second year as Vice Chair, reviewing the Committee Organization, Policies and Procedures Manual for currency and accuracy. Preparing

## Power Systems Communications Committee Organization & Procedures Manual – February 2009

revision recommendations for review by the Administrative Subcommittee as required.

- g. Attending all Administrative Subcommittee meetings and present a Vice Chair's report.

### 6.6.3 Secretary

This clause may be modified.

The responsibilities of the Secretary shall include:

- a. Recording the minutes of the Committee meetings and publishing them within 60 calendar days of the end of the meeting.
- b. Recording the minutes of the Administrative Subcommittee meetings and distributing them to the members.
- c. Keeping records of attendance at all Committee meetings for the purpose of (1) estimating attendance and meeting room requirements for future meetings and (2) identifying, for the Chair, any inactive members whose status should be reviewed.
- d. Maintaining a current "Invitation List" of Committee members and others who, by virtue of active participation or expressed interest should be contacted regarding committee meetings.
- e. Keeping the Committee, Subcommittee, and Working Group rosters up to date and shall be responsible for submitting to the Secretary of the Technical Council an updated Committee Organization and Directory list for publication in the PES Organization Manual and Membership Directory. This information must be submitted by October 15th each year.
- f. Being responsible for the management and distribution of Committee documentation
- g. Maintaining lists of unresolved issues, action items, and assignments
- h. Maintaining a current list of the names of the voting members and distributing it to the members upon request
- i. Forwarding all changes to the roster of voting members to the Chair
- j. Attending all Administrative Subcommittee meetings and present a Secretary's report.

### 6.6.4 Treasurer

This clause may be modified to add responsibilities.

The responsibilities of the Treasurer shall include:

- a. Maintaining a budget
- b. Controlling all funds into and out of the Sponsor's bank account.
- c. Following IEEE policies concerning standards meetings and finances.
- d. Adhering to the IEEE Finance Operations Manual.

## Power Systems Communications Committee Organization & Procedures Manual – February 2009

- e. Attending all Administrative Subcommittee meetings and presenting a Treasurer's report.

### 7. Membership

#### 7.1 Power Systems Communications Committee Members (Voting Members)

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

The voting members of the Committee are approved by the Chair upon recommendation of a Subcommittee Chair and the concurrence of the Administrative Subcommittee. The membership application form is included in Annex C.

##### 7.1.1 – Notification of approval or denial of membership

Any member considered for voting rights within the Power System Communications, shall receive a letter from the Administrative Subcommittee (AdCom) advising of their acceptance or disapproval of voting rights. Anyone who wishes to appeal the decision reached, may request placement on the next AdCom agenda.

The appellee shall be afforded 5 minutes on the agenda to state their case as to why there case should be reconsidered. Upon closing, the appellee may be asked further clarifying question to enable AdCom to reconsider their previous judgement. Once the Q&A has concluded, the AdCom will enter into executive session for a vote to be entertained. The outcome of the vote will be presented verbally to the appellee after the executive session has concluded, and the judgement documented in the minutes.

#### 7.2 Eligibility and Qualifications

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

- a. Member in good standing of the IEEE Power and Energy Society and Standards Association membership.
- b. A demonstrated interest and knowledge of the fields of Distribution, Instrument, Power and/or Regulating transformers as expressed by working on standards, publishing papers, taking part in discussions of technical papers and presentations thereof.
- c. Technical competence in one or more particular branch(s) of engineering as specified in the scope of the Committee.
- d. Contributing regularly as a member of Subcommittee(s) and Working Group(s) during a one-year apprenticeship period and after membership is approved.
- e. Willingness to devote time and effort to contribute to the advance of the art by:

## Power Systems Communications Committee Organization & Procedures Manual – February 2009

- f. Regular attendance at meetings and participation at the Subcommittee and Working group level
- g. Reviewing technical papers for presentation and publication, as may be assigned by the Vice Chair of the Committee.
- h. Committing to timely return of Committee ballots.
- i. Continued participation in Committee functions such as serving as an officer, liaison representative, Subcommittee member, or Working Group member.
- j. Actively participating in balloting of Technical Committee issues. SA membership is required for balloting.
- k. Regular attendance at meetings. When a member is absent for two consecutive scheduled regular meetings and fails to participate by correspondence, the member will be removed from committee membership, subject to a review of extenuating circumstances by the Administrative Subcommittee.

### 7.3 Affirmation, Termination, and Reinstatement of Membership

**This clause may be modified.**

Committee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications as defined in Clause 7.2. A member may discontinue his Committee membership by sending a letter of resignation to the Committee Chair, with a copy to the Committee Secretary. The Chair may elect to discontinue the membership of a continually inactive or nonparticipating member by sending written notification to the affected member, stating the specific reasons for termination and copying the Committee Secretary. At the Chair's discretion, a warning of impending discontinuation of membership may be issued to the affected member. A written appeal for membership reinstatement may be submitted to the Chair of the Technical Committee specifically stating why he should be reinstated.

### 7.4 Voting Membership Roster

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

The roster shall include the following:

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

### 7.5 Corresponding Membership

The Administrative Subcommittee may, at their option, offer Corresponding Membership to utilize the expertise of those who are not normally able to attend the Committee

## **Power Systems Communications Committee Organization & Procedures Manual – February 2009**

meetings. The qualifications and eligibility for membership, and continued membership, are the same as for regular Power Systems Communications members, with the exception of the requirement of regular attendance at meetings. Corresponding Members may participate in all Power Systems Communications Committee activities, including the development and review of standards documents. In addition, Corresponding Members may participate in the review of technical papers sponsored by the Power Systems Communications Committee.

Corresponding members to a Subcommittee, Working Group, or Task Force may be appointed by the Chair the Subcommittee, Working Group, or Task Force, with notification given to the Chair of the Administrative Subcommittee. Such a corresponding member is not eligible for Corresponding Membership in the Power Systems Communications Committee, unless the individual applies and is accepted for Corresponding Membership in the Committee.

### **7.6 Emeritus Membership**

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

The Emeritus Member classification is intended to apply to individuals who have made longstanding and notable contributions to the Committee, but because of a change of personal situations are unable to participate as Voting Members.

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

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

## **8. Subcommittees**

**This clause may be modified.**

When one or more subcommittees, are formed specifically to expedite the standards development work of the Committee, their formation, (and later disbandment) shall require approval by a majority vote of the Power Systems Communications Committee Administrative Subcommittee. The Chair of the Power Systems Communications Committee shall appoint the chair of each subcommittee. The scope and duties delegated to the subcommittee 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 Committee's

## **Power Systems Communications Committee Organization & Procedures Manual – February 2009**

Administrative Subcommittee. The Committee's Administrative Subcommittee shall review the scope, duties, and membership of all standards development subcommittees every two years. The duties of the officers of the Subcommittee are the same in context as that for the Committee officers. Meetings of subcommittees shall at a minimum be held at every Spring and Fall meeting of the Committee.

### **8.1 Appointment of Subcommittee Chair**

All subcommittee chairs shall be members of the Power Systems Communications Committee. The Chair of a Subcommittee is appointed by the Chair of the Committee with notification given to the Chair of the Technical Council. The Subcommittee Chair's term of office is one year with annual reappointments as appropriate.

### **8.2 Duties of the Subcommittee Chair**

The duties of the officers of the Subcommittee are the same in context as that for the Committee officers

In addition, Subcommittee chairs shall:

- a. Supervise the affairs of their subcommittee, under the general direction and guidance of the Committee Chair. Monitor and supervise the activities of the Working Groups under the direction of the Subcommittee.
- b. With the approval of the Committee Chair, if required, select one or more persons, such as a vice-chair and/or secretary, to assist with the administration of the subcommittee.
- c. Call and preside at the meetings of their subcommittee.
- d. Promote technical papers pertaining to the objectives of their subcommittee and its working groups.
- e. Be alert to new technical problems that need to be worked on by their subcommittee.
- f. Recommend the establishment of new working groups and the dissolution of old ones when they have served their purpose.
- g. May recommend appropriate papers each year for consideration for awards.
- h. Report verbally on the activities of the subcommittee and its working groups at meetings of the Committee.
- i. Submit minutes of the meetings of their subcommittee and its working groups, for inclusion in the Committee meeting minutes publishing them within 60 calendar days of the end of the meeting.
- j. Recommend members of their subcommittee for membership on the Committee.
- k. Recruit and induct new subcommittee members and retire members who no longer meet membership requirements.

## **Power Systems Communications Committee Organization & Procedures Manual – February 2009**

- l. Canvass members annually to determine the member's continued interest in the subcommittee.
  - m. Issue letter of appointment to new subcommittee members at the time of appointment.
  - n. Promote technical presentations at main and subcommittee meetings.
- 8.3 Eligibility and Qualifications of Subcommittee Members (other than Administrative Subcommittee)

Subcommittee members shall be members of the IEEE Power Engineering Society. The members of a subcommittee are appointed by the Chair of the Subcommittee upon receipt of an expression of interest and indication of ability to participate from the candidate. The Subcommittee Chair notifies the Committee Chair of his appointments.

Subcommittee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications listed above.

A member may discontinue his Subcommittee membership by sending a letter of resignation to the Subcommittee Chair by mail or e-mail. The Subcommittee Chair may elect to discontinue the membership of a continually inactive or non-participating member by sending written notification to the affected member. The returning of surveys and ballots and active contribution are the prime criteria for determining participation and continuation of Subcommittee membership. Correspondence can be

### 8.4 Administrative Subcommittee Membership

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

The officers of the Committee serve in their same capacity as Chair, Vice Chair, and Secretary of the Administrative Subcommittee.

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

## **9. Working Groups**

### 9.1 Appointment of Working Group Chairs

The Chair of a Working Group is appointed by the Chair of the respective Subcommittee with notification to the Chair of the Power Systems Communications Committee. The Chair of a Working Group shall be a member of the respective subcommittee. General

## **Power Systems Communications Committee Organization & Procedures Manual – February 2009**

practice is for the Working Group Chair to serve for the duration of the Project Authorization Request.

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

The Chair of a Working Group shall be a member of the Power and Energy Society and also a member of IEEE Standards Association. 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. He must have a sufficient level of expertise within the Working Group's subject of assignment.

#### **b. Procedural Experience**

The Working Group Chair should have been actively participating in Committee activities and should have demonstrated the willingness to accept and complete assignments and follow through until finished.

#### **c. Personal Characteristics**

The Working Group Chair should be articulate and an innovative contributor. He should have leadership qualities as demonstrated by thoughtful engagement in debate and discussion. He should have excellent verbal and written communication skills.

#### **d. In conducting meetings the working group chair shall:**

- \* Be objective
- \* Entertain motions, but not make motions
- \*Not bias discussions
- \*Delegate necessary functions
- \*Ensure that all parties have the opportunity to express their views
- \*Set goals and deadlines and adhere to them
- \*Be knowledgeable in IEEE standards processes and parliamentary procedures and ensure that the processes and procedures are followed
- \*Seek consensus of the Committee as a means of resolving all issues
- \*Prioritize objectives to best serve the group and the goals

#### **e. Administrative Support**

The Working Group Chair should have access to appropriate computer equipment for the distribution of drafts as well as the final document.

Two pertinent Guidelines for PES Working Group Chairs, "How to Conduct Working Group Meetings" and "How to Complete a Working Group Assignment" are included as

## **Power Systems Communications Committee Organization & Procedures Manual – February 2009**

Annexes D & E. 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/index.html>.

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

Working Group members need not be a member of the Power Engineering Society, but are encouraged to join the Society. The members of Working Groups are appointed upon their request and subsequent approval by the Chair of the Working Group with notification to the Chair of the Subcommittee.

A Working Group member may discontinue his membership by sending a letter of resignation to the Working Group Chair by mail or e-mail. The Working Group Chair may elect to discontinue the membership of an inactive or non participating member by sending written notification to the affected member. The returning of surveys and ballots and active contribution are the prime criteria for determining participation and continuation of Working Group membership.

### **9.4 Liaison Representatives**

#### **9.4.1 Eligibility and Qualification of Liaison Representatives**

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

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

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

## **10. Meetings**

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

Power Systems Communications Committee meetings shall be held every PES General Meeting and PES Joint Technical Meeting.

The Power Systems Communications Committee may charge a meeting fee to cover services needed for the conduct of the meeting and operation of the Committee. The fee

## **Power Systems Communications Committee Organization & Procedures Manual – February 2009**

shall not be used to restrict participation by any interested parties. Any change in the fees is to be approved by the Administrative Subcommittee.

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 10.3].

### **10.1 Quorum**

**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 Committee business at a meeting, but if a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in Clause 11.1. For committees with less than 50 voting members, a quorum shall be defined as a majority of the current total voting membership. For committees with 50 or more voting members, a quorum shall be defined as 50% of the current total voting membership or 26, whichever is greater. Voting members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.

### **10.2 Conduct**

**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](#).

### **10.3 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.

## **11. Vote**

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

## **Power Systems Communications Committee Organization & Procedures Manual – February 2009**

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

These actions include

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

### **11.1 Voting Between Meetings**

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

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).

### **11.2 Proxy Voting**

The Power Systems Communications Committee does not allow proxy voting.

### **11.3 Voting Requirements for Motions**

A motion may be made by any member during a meeting of the Committee. A second to the motion by another member is required prior to the call for the vote. Following the discussion of the motion, if any, the Chair calls for the vote on the proposal by the Committee membership in attendance. A simple majority vote is required for approval of the motion.

The wording of the motion, the name of the member who made the motion, the name of the member seconding the motion and the results of the vote are recorded in the meeting minutes. Motions made at a scheduled meeting lacking a quorum may be subsequently validated through approval of the meeting minutes or through approval by special letter or electronic ballot. Such approvals shall require an affirmative majority vote.

## **12. Procedures**



**Power Systems Communications Committee Organization & Procedures Manual –  
February 2009**

### 12.1 Amendments to the Committee's Organization & Procedures Manual

Any member of the Committee may propose an amendment to the Organization and Procedures Manual by submitting it in writing to the Chair. The proposed amendment is then submitted to the Administrative Subcommittee for review. A simple majority affirmative ballot of the Administrative Subcommittee is required for approval of the amendment and incorporation of the change into the Organization and Procedures Manual.

Any amendment to the Organization and Procedures Manual must be approved by the Organization and Procedures Committee of Technical Council.

### 12.2 Endorsement of Fellow Award

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

### 12.3 Evaluation and Presentation of Technical Papers

#### 12.3.1 Responsibility for Evaluation of Technical Papers

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

#### 12.3.2 PES Transactions

The Vice Chair of the Committee serves as the editorial board member (editor) for transaction paper review. It is preferable that the Vice Chair of the Committee designates a member to serve this function.

#### 12.3.3 Other Technical Papers

The Vice Chair of the Committee is responsible for the review of PES Proceedings papers (abstracts and papers), panel session and special educational session summaries, and other IEEE Conference papers. The Vice Chair of the Committee may draw upon the

## **Power Systems Communications Committee Organization & Procedures Manual – February 2009**

expertise of the committee members for paper review. The Vice Chair may designate a member to serve as a review coordinator for a conference.

### **12.3.4 Technical Paper Review Procedure**

Copies of each submitted transactions paper manuscript are sent by PES Special Activities to the PES Transactions Editor-in-Chief. The Editor-in-Chief logs the papers and sends them, along with the proper review forms to the appropriate committee editor for review. The editor selects at least three reviewers for each paper that have appropriate personal expertise (or access to another reviewer who does) to insure an adequate technical review. The editor sends each selected reviewer a copy of the paper and two copies of the review form. The reviewer may either personally review the paper, or have it reviewed by another IEEE member who is an authority on the subject. Upon completion of the review, the copies of the review forms are completed by the reviewer, regardless of who actually performed the review. Five unidentified copies of the reviewer's comments and suggestions are attached to the form. One completed copy of the form and the attachments are returned to the editor. The other copy of the form and a copy of the comments and suggestions are retained by the reviewer. Upon receipt of all reviews of a paper, the editor completes the form "Review Summary," and attaches the anonymous copies of the reviewers' comments and suggestions. The Editor-in-Chief makes the final determination of the acceptability or rejection of the paper, signs the "Review Summary," keeps one copy for filing and forwards the other along to the Manager, PES Special Activities at IEEE headquarters.

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

### **12.3.5 Technical Paper Presentations**

The Vice Chair of the Committee serves as a Technical Committee Program Chair (TCPC) for all IEEE general meetings and conferences. This function includes the paper review of Clause 12.2.4 and scheduling and conducting of technical and panel sessions at these meetings. The Vice Chair of the Committee may designate a member to serve as TCPC for each meeting. TCPC may designate session chair for each session.

## **13. Generation of IEEE Standards**

The IEEE Standards Association (IEEE-SA) defines the procedures to be used in the development of a standard, recommended practice or guide in a series of documents that are subject to continual updating and revision.

Members responsible for the preparation of a standard, recommended practice or guide are charged with assuring conformance with the latest revisions of the rules and

## **Power Systems Communications Committee Organization & Procedures Manual – February 2009**

requirements defined in the IEEE-SA Standards Board Operations Manual, the IEEE-SA Standards Board Bylaws, and the following documents:

- a. Project Authorizations Request (PAR) Form
- b. IEEE-SA Standards Board Working Guide for Submittal of Proposed IEEE Standards
- c. IEEE-SA Copyright Policy
- d. IEEE Standards Style Manual
- e. IEEE Standards Companion
- f. IEEE-SA Metric Implementation Plan
- g. What you need to know about IEEE Standards and the Law.
- h. What you need to know about IEEE Standards and Indemnification.

These documents may be found on the IEEE Standards Association and IEEE Power and Energy Society websites (<http://standards.ieee.org/resources/index.html>).

Standards developed by working groups should be completed in accordance with the guidelines contained in Annex E.

### **14. Balloting Group for a Standard**

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

For approval of proposed standards, the Committee shall form a balloting group. This group shall be formed using the invitation process in accordance with the IEEE-SA Standards Board Operations Manual.

### **15. Communications**

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

All correspondence on behalf of the Power System Communications Committee shall contain identification of the Committee as the source of the correspondence.

#### **15.1 Formal Internal Communication**

**This clause may be modified.**

If correspondence between subcommittees or between working groups of different subcommittees involves issues or decisions (that is, non-routine matters) affecting other

## Power Systems Communications Committee Organization & Procedures Manual – February 2009

subcommittees, copies shall be sent to all affected Subcommittee chairs, and the Power Systems Communications Committee officers.

### 15.2 External Communication

**This clause may be modified.**

Inquiries relating to the Power Systems Communications Committee should be directed to the Chair, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the Chair.

### 15.3 Public Statements for Standards

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

All Power Systems Communications Committee public statements communications shall comply with the policies of the IEEE-SA Standards Board Operations Manual.

#### 15.3.1 Sponsor and subgroup public statements

Power Systems Communications Committee public statements shall not be released without prior approval by the Power System Communications Committee AdCom, which requires two-thirds vote per clause 7.1.2 of these procedures.

#### 15.3.2 Subgroup Public Statements

Subgroup public statements shall not be released without prior approval of the Subgroup. Such public statements also require approval of the Power Systems Communications Committee.

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

#### 15.3.3 Public statements to be issued by other entities

If the Power Systems Communications Committee wishes to go to another IEEE entity (as defined in Section 15 of the IEEE Policy and Procedures) to have that entity offer a public statement on a standards matter, they shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA Board of Governors. Upon Power

## **Power Systems Communications Committee Organization & Procedures Manual – February 2009**

Systems Communications Committee Adcom approval, proposed public statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

### **15.4 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 Power Systems Communications Committee.

### **15.5 Standards Publicity**

The Power Systems Communications Committee is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see subclause 5.1.4 of the IEEE-SA Standards Board Operations Manual for further instructions.

## **16. Task Force, Working Group, & Subcommittee Publications**

This procedure applies to documents developed by Task Forces, Working Groups, or Subcommittees of the IEEE Power Systems Communications Committee that are not balloted. These may be technical papers or special publications.

The document may list in its title the name of the group preparing the document. i.e. “IEEE Task Force Report on ...,” or “IEEE Working Group Report on ....” The document shall not name the document as an IEEE Power Systems Communications Committee report unless a draft is mailed and a ballot is conducted of the IEEE Power Systems Communications Committee members.

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

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

- \* Announcement of the availability of a draft for review and a deadline for written discussions shall be published with the applicable subcommittee minutes and minutes of the IEEE Power Systems Communications Committee.

## Power Systems Communications Committee Organization & Procedures Manual – February 2009

- \* A draft copy for review shall be made available at the registration desk for the next IEEE Power Systems Communications Committee meeting.
- \* Draft copies shall be made available to those requesting copies for a charge equal to reproduction and mailing expenses.
- \* Written discussions of the special publication shall be mailed to the Chair of the group preparing the document. The discussion and a closure shall be published with the final document.

### 17. 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 Power Systems Communications Committee Chair.

### 18. Appeals

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

The Power Systems Communications Committee 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 Power Systems Communications Committee Sponsor is performed in an identifiable manner.

This procedure to hear appeals to actions or inactions that occur before a draft standard is balloted supplements the procedure in Section 5.8, *IEEE-SA Standards Board Operations Manual*. Every attempt should be made to resolve concerns informally before this procedure is formally invoked.

Appeals may have either technical or a procedural basis. All appeals will be referred to the Subcommittee responsible for the standard. An appeal committee, chaired by the Power Systems Communications Committee representative to the PES Standards Coordinating Committee (i.e., the Technical Committee Standards Coordinator) will consider appeals.

An appeal must be filed with the Chair of the appeal committee in writing within 30 days of the event (action or inaction). The written appeal shall contain information about the



**Power Systems Communications Committee Organization & Procedures Manual –  
February 2009**

issues being appealed, informal attempts made to resolve them, and suggestions to resolve the issue.

The Chair of the appeal committee shall appoint an ad hoc Appeal Panel (AP) consisting of a chair and two other members. None of the appointees shall be a direct participant in development of the concerned standard. Technical appeals shall be forwarded to the appropriate working group for comment. Such comments shall be expeditiously submitted to the AP.

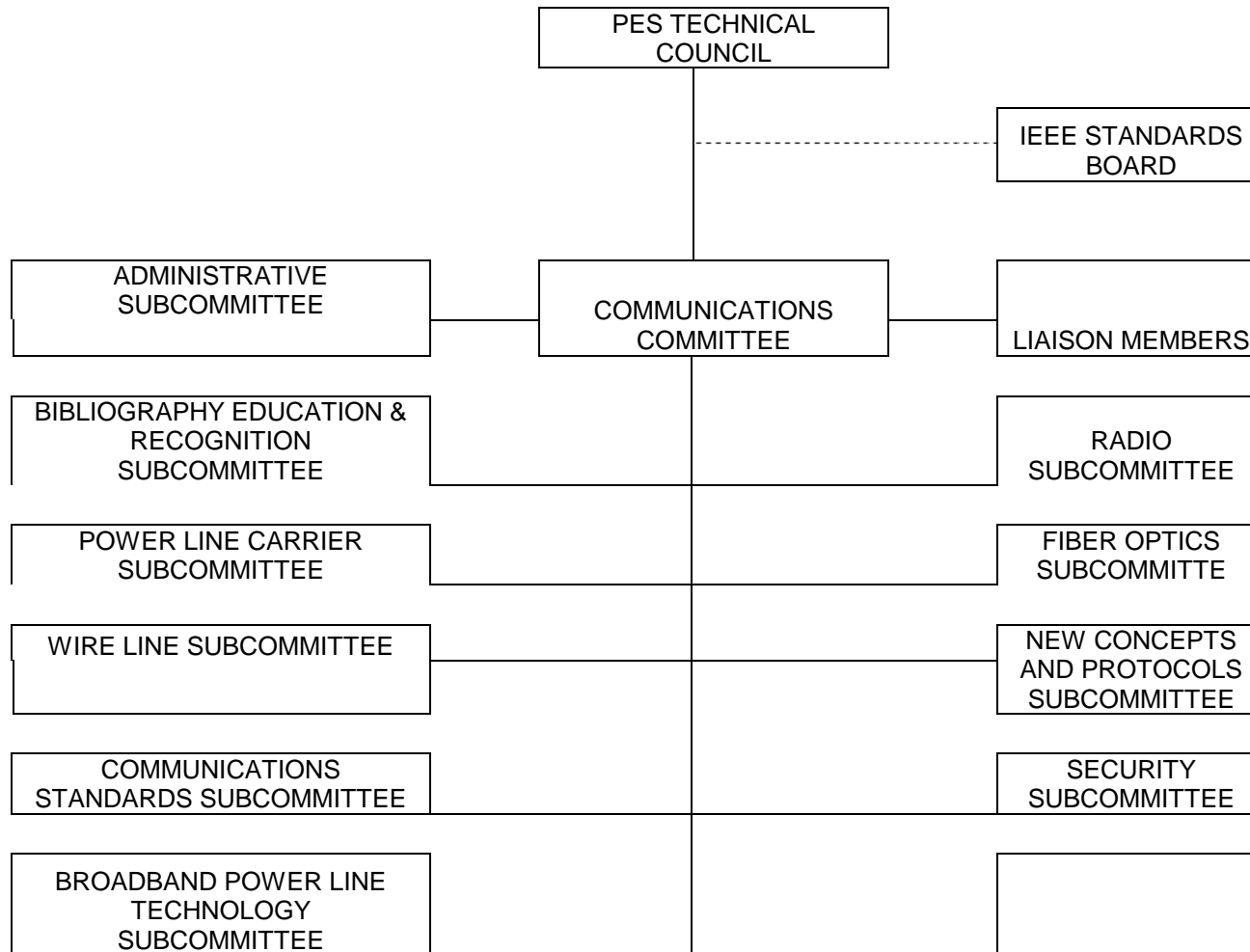
The AP shall review the complaint and other information as necessary, and decide if a hearing is required. If the AP dismisses the complaint, the appellant shall be so informed in writing with reasons for the decision. The AP may try to resolve the issue with informal discussions with the concerned parties. If necessary, the appeal shall be heard by the AP during a time convenient to all parties before the next regular meeting of the Power Systems Communications Committee (with at least two weeks' notice to all concerned parties) in person, or by telephone conference, or by correspondence. Failure of the appellant to participate in the hearing shall constitute a withdrawal of the appeal.

A written decision shall be rendered by the AP within 30 days of hearing the appeal and communicated to the parties concerned, Chair of the appeal committee, and Chair of the Power Systems Communications Committee.

**Annex A      References**

- a. IEEE Standards Board Bylaws
- b. IEEE-SA Standards Board Operations Manual
- c. Power and Energy Society Constitution and Bylaws
- d. Power and Energy Society Technical Council Organization and Procedures Manual
- e. Roberts Rules of Order (Revised)
- f. IEEE Standards Companion
- g. IEEE-SA Patent Policy
- h. IEEE Code of Ethics
- i. IEEE Financial Operations Manual
- j. IEEE-SA Standards Board Style Manual
- k. PES Meeting Technical Paper Policies
- l. PES Author's Kit
  - \*      Technical Session Guide for the Presenter
  - \*      Technical Session Guide for the Session Chair
  - \*      Guidelines for Preparing Visuals for PES Presentations

**Annex B IEEE Power Systems Communications Committee Organization Chart**



**Power Systems Communications Committee Organization & Procedures Manual –  
February 2009**

**Annex C      Membership Application and Eligibility Requirements  
Membership Application**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

IEEE Member Grade \_\_\_\_\_ IEEE Member # \_\_\_\_\_

Member PES?     Yes     No

**Applicant shall meet membership requirements outlined in Clause 6.2 of the O & P Manual.**

List principal subcommittee and working group activity. This application is to be signed by the respective chairs as references. At least one reference must be a subcommittee chair, who will sponsor the applicant.

- |    |                            |          |                   |
|----|----------------------------|----------|-------------------|
| 1. | Subcommittee/Working Group | Duration | Chair (Signature) |
| 2. | Subcommittee/Working Group | Duration | Chair (Signature) |
| 3. | Subcommittee/Working Group | Duration | Chair (Signature) |

Check the classification most appropriate for your position:

     Producer or Manufacturer Interests - Those directly concerned with the production of products which are covered by documents prepared by the Power Systems Communications Committee.

     Consumer or User Interests - Those who apply or use products which are covered by documents prepared by the Power Systems Communications Committee.

     General Interest - Those who have interests other than those described above.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approved by Administrative Subcommittee:

---

Chair

---

Date

### **Membership Eligibility Requirements**

- a. Member in good standing of the IEEE Power and Energy Society and Standards Association membership.
- b. A demonstrated interest and knowledge of the fields of Distribution, Power and/or Regulating transformers as expressed by working on standards, publishing papers, taking part in discussions of technical papers and presentations thereof.
- c. Technical competence in one or more particular branch(s) of engineering as specified in the scope of the Committee.
- d. Contributing regularly as a member of Subcommittee(s) and Working Group(s) during a one-year apprenticeship period.
- e. Willingness to devote time and effort to contribute to the advance of the art by:
  - \* Regular attendance at meetings and participation at the Subcommittee and Working group level
  - \* Reviewing technical papers for presentation and publication, as may be assigned by the Vice Chair of the Committee.
  - \* Committing to timely return of Committee ballots.
- f. Continued participation in Committee functions such as serving as an officer, liaison representative, Subcommittee member, or Working Group member.
- g. Actively participating in balloting of Technical Committee issues. SA membership is required for balloting.
- h. Regular attendance at meetings. When a member is absent for two consecutive scheduled regular meetings and fails to participate by correspondence, the member will be removed from committee membership, subject to a review of extenuating circumstances by the Administrative Subcommittee. The designation of a representative (non-Transformers will count as attendance for the member.

**Annex D      How to Conduct Working Group Meetings**

**Prior to the Meeting:**

When you receive the notice of the upcoming meeting, you must indicate your intention to hold a working group meeting, how long the meeting will be; whether audio, visual, or other special aids are required; and approximately how many people you expect to attend your meeting. Subsequently if changes to your original plans occur, your subcommittee chair should be contacted promptly.

A formal agenda and pertinent documentation covering the items to be discussed should be sent to each working group member and to your subcommittee chair about three or four weeks prior to the meeting. You may also wish to send the agenda to previous guests or individuals interested in the activities of your working group. The agenda should specify the individual who is to report on each specific agenda item. These individuals should be made aware that if they are unable to attend, they are expected to report by mail or to find a qualified replacement to attend and report.

Plan to bring to the meeting a sufficient number of copies of draft documents for guests.

**At the Meeting:**

You have been given the authority by the officers of your committee to conduct this meeting on behalf of, and in the best interests of, the PES and the IEEE. You are in charge and you are expected to use all the resources at your disposal to complete your assignment in a timely manner. Your most important resource is the committee "Organization and Procedures Manual." It is essential that you become familiar with this manual. If you do not have a copy of the manual or you have reason to believe it is out of date, contact your subcommittee chair for an up-to-date copy. Your subcommittee chair and the committee officers are also available as resources for resolving problems.

Arrive 15 to 20 minutes early. Be aware of detrimental influences on your meeting, such as room temperature, noisy neighbors, inadequately sized room, etc. Contact the committee meeting planner or hotel staff for assistance if needed.

**Start your meeting on time.**

Follow the agenda as much as possible, but allow for deviations if pertinent to the assignment of the working group. It is essential that the assignment be kept up to date and that the subcommittee chair approves the changes.

## **Power Systems Communications Committee Organization & Procedures Manual – February 2009**

Encourage everyone to participate. However, be mindful of individuals who dominate the meeting or deviate from the subject at hand. Ideally, every member of the working group should have an assignment.

Keeping minutes may be assigned to a permanently appointed secretary or a vice chair. This leaves you free to concentrate on running your meeting. It is most important that the minutes include decisions, assignments (including assignee's name and completion date required), summaries of interesting discussions, reports on unresolved issues along with a proposal for resolution, and an attendance list. Appointment of a permanent working group vice chair is recommended who can also act as chair in your absence. This is particularly important in order to keep the working group on track and to assure continued progress.

Just prior to adjournment, review the specific assignees and the required completion times. End the meeting promptly. It is not appropriate to fill in the time with editorial changes, minor details, or discussions that are not within the scope of the working group. Appoint an editor or small group of editors to make decisions on grammar and punctuation. **DO NOT USE VALUABLE MEETING TIME FOR THIS PURPOSE.** Do focus on issues pertinent to timely completion of the assignment.

### **Immediately Following the Meeting:**


A summary of your meeting minutes should be prepared for presentation at the subcommittee meeting. If conflicts arise such that you cannot attend the subcommittee meeting, contact the subcommittee chair prior to the meeting to propose a substitute to make the presentation on your behalf. A written copy of the minutes should be sent to each working group members, guests and your subcommittee chair within three or four weeks.

Make it known to your members that it is annoying if not disruptive to have working group members not show up for a scheduled meeting. Indicate that they should inform you of their particular conflict prior to the meeting. This is only common courtesy. Very often, these conflicts are the result of membership in too many working groups. If a working group member consistently fails to attend meetings or complete assignments, he should be reminded of his responsibility to attend and asked to either commit or resign.

### **Between Meetings**

The success of the working group in completing its assignment in a timely fashion very often depends on the effort of the working group chairs between meetings.

It is important to keep in contact with individuals who have accepted assignments to discuss progress. Working group members should be advised that the committee expects



**Power Systems Communications Committee Organization & Procedures Manual –  
February 2009**

assignments to be completed in a timely fashion. By detecting problems early, the working group chair can often find alternate means of getting the work completed on time.

When necessary, plan for special separate meetings in order to keep the work on schedule. These special meetings may involve only a few key working group members with specific assignments. Consider arriving a day early or staying a day or two after the regularly scheduled meeting time. In order to meet target completion dates, full day sessions may be required.

Annually review the standing of your working group members. Members who consistently turn down assignments, fail to complete assignments, or do not regularly attend meetings should be dropped.

## **Annex E How to Complete a Working Group Assignment**

### **Assembling the Working Group**

Working Group (WG) members are invited to join by the WG chair and are approved by the subcommittee chair. Members should be invited to join on the basis of their knowledge and experience in the field of interest and their ability and willingness to perform. If needed, recruit members from outside your committee, including corresponding members or members outside of North America.

### **Develop the Objectives**

Write out in detail exactly what the WG assignment encompasses. Bracket what specifically will be included as part of the assignment. Use the input from the WG to help you. Check with your subcommittee chair to make sure your detailed assignment description meets the intent of the assignment to you. Summarize the assignment into a couple of sentences that will serve as the official description and give it to your subcommittee chair for approval. The subcommittee chair should approve a realistic target date for completion of a detailed outline of the assignment. Typically, one or at most two meetings should be used for this purpose.

### **Develop the Project Authorization Request (PAR)**

If your assignment is to develop or revise a standard, recommended practice or guide, a PAR must be submitted early in the project to assure proper coordination with other technical committees. Refer to IEEE Standards Development Online website <http://standards.ieee.org/resources/development/initiate/index.html> to initiate the project, and to the IEEE Standards Companion <http://standards.ieee.org/guides/companion/part1.html#PAR> that describes the complete process.

### **Research the Literature**

Establish a bibliography of existing literature that covers the subject. Organize the bibliography by topics. Include non-IEEE pertinent literature such as that from IEC, CIGRE, etc. Consider making this the first WG assignment. Each member of the working group should receive a copy of this background material.

### **Write the Outline**

A detailed outline should logically establish how you intend to execute your assignment. A good outline that clearly defines the subjects organized by topic is essential in getting

## **Power Systems Communications Committee Organization & Procedures Manual – February 2009**

back a "good product." Use the WG to help develop and refine the outline. Make as clear as possible what is to be incorporated in each section of the outline. Present a copy of the outline to your subcommittee and establish a date for completion. To avoid misunderstandings later, it may be necessary to define what is meant by completion.

### **Make Writing Assignments**

Use the outline you have established to make writing assignments. Assignments should be made where possible on a voluntary basis, keeping in mind that the primary goals are technical quality and timely completion. Therefore, the most proficient writers must be given first consideration. Working group members should understand that their duty as members is to accept assignments and to complete them on time. Include assignments and due dates in your WG minutes. Ideally, every member of the working group should have an assignment. Consider the use of task forces with their own chair to handle significant assignments.

### **Integrate Writing Assignments into a First Draft**

The chair or his designee should put the complete writing assignments together into a first draft. There will be overlaps and different writing styles that will clash. What is important at this stage is that all subject areas are covered. Number and date all drafts and minutes of all meetings. The chair must follow up promptly if assignments are not completed on time and is expected to use his management skills to find a way to resolve the delay. By contacting WG members between meetings, these surprises can be avoided. If needed to maintain satisfactory progress, the chair should consider extending meeting sessions or schedule separate meetings of individual task forces and/or the entire group.

### **Edit the Draft**

The next step is to edit the draft to get it to "flow," to eliminate repetition and overlay, as well as to blend writing styles so it looks like one person, and not a committee, wrote the document. Very often, the editing is best done by one or at most two individuals. **DO NOT USE VALUABLE MEETING TIME FOR EDITING.** Also at this stage, the technical input needs to be carefully checked for clarity and accuracy. Use the WG members to help in this process. The editing process will take a number of drafts. Underlining all new changes between drafts saves time.

### **Unresolved Issues**

If the progress of the working group becomes stalled because of specific unresolved issues, the working group chair should not hesitate to ask the subcommittee for direction and assistance.

### **Balloting**

When the working group is satisfied with the draft, a formal request is made of the subcommittee for approval and disposition. The required approval process depends upon the type of document; i.e., standard, technical paper, etc. The WG Chair must request the Standards Coordinator to form the balloting group. This group shall be formed using the invitation process in accordance with the IEEE-SA Standards Board Operations Manual.

The balloting process can be a bit intimidating and sometimes downright frustrating. The working group chair is very often the key to aggressively bringing a ballot to a successful conclusion. Hard work and persistence are required. Use the assistance of your committee's standards coordinator representative or the standards subcommittee chair to resolve procedural issues.

### **Publish the Document**

#### **Summary Paper**

In some cases, for example standards documents and guides, it may be beneficial to write a summary paper for publication in IEEE transactions to serve as publicity as to the existence of the new or revised document and to solicit feedback in the form of discussion. This feedback can be particularly valuable in the case of "trial use" documents.

#### **Disposition of Working Group**

Make a recommendation to your subcommittee as to the future direction of the working group, i.e., disband, new assignment, revisions, etc.

**Receive the plaudits of your peers for a job well done!**