

**IEEE/POWER ENGINEERING SOCIETY
COMMUNICATIONS COMMITTEE
ORGANIZATION & PROCEDURES MANUAL
FEBRUARY 1998**

commop.doc 2/19/98

IEEE
POWER ENGINEERING SOCIETY
COMMUNICATIONS COMMITTEE
ORGANIZATION, POLICIES AND PROCEDURES
February 17, 1998

Approved:

T. M. Burns Chair
IEEE PES Communications Committee

Table of Contents

1.0	INTRODUCTION AND PURPOSE OF THIS MANUAL	1
2.0	RESPONSIBILITIES AND DUTIES OF THE COMMUNICATIONS COMMITTEE	1
3.0	SCOPES OF THE COMMUNICATIONS COMMITTEE	2
3.1	Communications Committee	2
3.2	Administrative Subcommittee	2
3.3	Bibliography, Education, and Recognition Subcommittee	3
3.4	Power Line Carrier Subcommittee	3
3.5	Radio Subcommittee	3
3.6	Fiber Optics Subcommittee	3
3.7	Wire Line Subcommittee	3
3.8	New Concepts Subcommittee	4
3.9	Standards Subcommittee	4
3.10	Communications Protocol Subcommittee	4
4.0	ORGANIZATION	5
4.1	Communications Committee Members (Voting Members)	5
4.1.1	Eligibility and Qualifications	5
4.1.2	Affirmation, Termination and Reinstatement of Membership	5
4.2	Emeritus Membership	6
4.3	Committee Officers	6
4.3.1	Appointment of Committee Officers	6
4.3.2	Term of Office	6
4.3.3	Automatic Progression of Officers	6
4.3.4	Duties of the Committee Chair	6
4.3.5	Duties of the Committee Vice Chair	7
4.3.6	Duties of the Committee Secretary	8
4.4	Subcommittees	8
4.4.1	Eligibility and Qualification of Subcommittee (other than Administrative Subcommittee)	8
4.4.2	Administrative Subcommittee Membership	9
4.4.3	Appointment of Subcommittee Chair	9
4.4.4	Duties of the Subcommittee Chair	9
4.5	Working Groups	10
4.5.1	Qualifications and Eligibility of Working Group Members	10
4.5.2	Qualifications and Eligibility of Working Group Chairmen	10
4.5.3	Appointment of Working Group Chairmen	11
4.6	Liaison Representatives	11
4.6.1	Eligibility and Qualification of Liaison Representatives	11
5.0	PROCEDURES	11
5.1	Quorum	11
5.2	Voting Requirements for Motions	11
5.3	Amendments to the Organization, Policies and Procedure Manual	11
5.4	Changes in Scope of Communications Committee	12

5.5	Endorsement of Fellow Award.....	12
5.6	Evaluation of Technical Papers	12
5.6.1	Responsibility for Evaluation of Technical Papers	12
5.6.2	Technical Paper Review Procedure.....	12
5.7	Generation of IEEE Standards	13
5.7.1	Balloting Procedure	13
5.8	Interpretation of Existing Standards	13
5.9	Standards Appeals	14
5.10	Task Force, Working Group, and Subcommittee Publications.....	14
ANNEX A - THE IEEE COMMUNICATIONS COMMITTEE ORGANIZATION.....		16
ANNEX B - MEMBERSHIP		17
	Application for Membership	17
	Membership Eligibility Requirements.....	18
ANNEX C - GUIDELINES FOR PES WORKING GROUP CHAIRMEN		18
	How to Conduct Working Group Meetings	19
	Prior to the Meeting:.....	19
	At the Meeting:	19
	Immediately Following the Meeting:	20
	Between Meetings	20
ANNEX D - GUIDELINES FOR PES WORKING GROUP CHAIRMEN		21
	How to Complete a Working Group Assignment.....	21
	Assembling the Working Group.....	21
	Develop the Objectives.....	21
	Develop the Project Authorization Request (PAR).....	21
	Research the Literature	21
	Write the Outline	21
	Make Writing Assignments	22
	Integrate Writing Assignments into a First Draft	22
	Edit the Draft	22
	Unresolved Issues.....	22
	Balloting	22
	Publish the Document.....	23
	Summary Paper.....	23
	Disposition of Working Group.....	23

*IEEE/PES Communications Committee
Organization, Policies and Procedures Manual*

1.0 Introduction and Purpose of this Manual

This manual defines the organization of the Communications Committee (the Committee), the scopes of the main committee and its subcommittees, and the duties of the main committee officers, subcommittee chairmen and working group chairmen. 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 A 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.

1.1 When approved, this document supersedes the IEEE PES Communications Committee Operating Manual, last revised February 2, 1984. This manual conforms to the IEEE/PES Technical Council Organization and Procedures Manual, July 1992.

2.0 Responsibilities and Duties of the Communications Committee

The responsibilities and duties of the Communications Committee shall include the following:

- a. Promote and coordinate activities in its field.
- b. Sponsor technical sessions.
- c. Within its scope, initiate and prepare standards, recommend practices and guides, cooperate in the preparation of standards with other groups and report on standards activities to the IEEE Standards Board.
- d. Arrange Special Technical Conferences either alone or jointly with other committees of PES or with other technical organizations.
- e. Review and grade technical papers.
- f. 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.
- g. Offer cooperation with local sections/chapters of the IEEE PES.
- h. Select session chairmen and be responsible for presentation of papers at meetings designated by PES.
- i. Inform the general membership of the PES about the activities of the Committee by submitting news items to the Power Engineering Society Newsletter or to the Power Engineering Review, as appropriate.
- j. Encourage all that are qualified to seek membership in the Power Engineering Society and the Communications Committee.

*IEEE/PES Communications Committee
Organization, Policies and Procedures Manual*

3.0 Scopes of the Communications Committee

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

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

3.1 Communications Committee

- a. Treatment of all matters in which the dominant factor 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; 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, and fiber optics.

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, 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.

3.2 Administrative Subcommittee

- 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.

IEEE/PES Communications Committee
Organization, Policies and Procedures Manual

- 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.

3.3 Bibliography, Education, and Recognition Subcommittee

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.

3.4 Power Line Carrier Subcommittee

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

3.5 Radio Subcommittee

- 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.

3.6 Fiber Optics Subcommittee

- 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.

3.7 Wire Line Subcommittee

***IEEE/PES Communications Committee
Organization, Policies and Procedures Manual***

- a. Establish methods and suggest practices for the protection and use of all forms of single and multi-purpose 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.

3.8 New Concepts Subcommittee

- 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.
- 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.

3.9 Standards Subcommittee

- 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. Insure 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

3.10 Communications Protocol Subcommittee

- a. Study and review the engineering aspects of communications protocols as they apply to the transmission, handling, and sharing of information applicable 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.

4.0 Organization

The Communications Committee is comprised of the officers, subcommittee and working group chairmen, liaison representatives, emeritus members and the general (voting) members, for which eligibility, qualifications and duties are described.

4.1 Communications Committee Members (Voting Members)

The voting members of the Committee are appointed by the Chair upon recommendation of a Subcommittee Chair and the concurrence of the Administrative Subcommittee. The membership application form is shown in Annex B. Notification of appointment is given to the Chair of the Technical Council.

4.1.1 Eligibility and Qualifications

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

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

-6-

4.1.2 Affirmation, Termination and Reinstatement of Membership

Committee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications listed above. 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 non participating member by sending written notification to the affected member, stating the specific reasons for termination and copying the Committee Secretary. At the Chair's discretion, a warning of impending discontinuation of membership may be issued to the affected member. A written appeal for membership reinstatement

***IEEE/PES Communications Committee
Organization, Policies and Procedures Manual***

may be submitted to the Chair of the Technical Committee specifically stating why he should be reinstated.

4.2 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 long-standing and notable contributions to the Committee, but because of a change of personal situations are unable to participate as Voting Members.

4.3 Committee Officers

4.3.1 Appointment of Committee Officers

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.

4.3.2 Term of Office

The Chair, Vice-Chair and Secretary appointments (by the Chair of the Technical Council) are for a term of one year. The individuals selected for these positions are expected to serve in each office for a period of two years, i.e., anticipating reappointment for the second year.

4.3.3 Automatic Progression of Officers

The Committee employs automatic progression of its officers from Secretary to Vice Chair to Chair, in a six-year time span.

4.3.4 Duties of the Committee Chair

The Committee Chair shall:

- (a) Have general supervision of the affairs of the Technical Committee. The Chair shall preside at the meetings of the Technical Committee and shall be an ex officio member of all of the Committee's subcommittees.
- (b) Monitor the necessity of changing the scope of the Committee and obtain Technical Council approval for such changes.
- (c) Monitor the desirability of forming new Subcommittees and the disbanding of other subcommittees as necessary.
- (d) Be a member of the Technical Council and submit a written report of Committee activities at each Technical Council meeting for inclusion in the minutes.

***IEEE/PES Communications Committee
Organization, Policies and Procedures Manual***

- (e) Follow progress of work in Subcommittees and expedite this work as necessary to meet the goals of the IEEE Power Engineering Society.
- (f) Encourage 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.
- (g) Within the scope of the committee, initiate the development of standards documents in accordance with the IEEE Standards Manual.
- (h) Promote power engineering education within the scope of the Committee. With the aid of the Power Engineering Education Committee, plan tutorial sessions, publications, working group, subcommittee and committee educational reports. Also, prepare data of use and interest to colleges and universities regarding the state of the art of power engineering and request (through the Power Engineering Education Committee) information from colleges and universities that would aid in problem solution. Maintain an effective liaison with the Power Engineering Education Committee.
- (i) Furnish planning support to the Technical Council in the assigned technical areas.
- (j) Obtain approval from the Technical Council on joint projects with organizations outside of the PES.
- (k) Serve as Chair of the Administrative Subcommittee.

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

- (a) 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. (Responsibility delegated to Committee Secretary.)
- (b) Review IEEE position papers as assigned by the Chair of the Technical Council.
- (c) Promote individual and committee recognition of significant achievements in the Committee. (Responsibility delegated to Chair of Recognition and Awards Subcommittee.)
- (d) Provide training for new working group chairmen and orientation for new members.
- (e) Prepare agenda and program and distribute notification of Committee meetings. (Responsibility delegated to particular meeting "host.")

4.3.5 Duties of the Committee Vice Chair

The Vice Chair will, in general, be responsible for the following activities and any additional duties assigned by the Chair.

- (a) Assist the Chair in all duties and assume the Chair's responsibilities in the event the Chair is unable to perform the assigned duties.
- (b) Be a member of the Technical Program Committee for the PES Winter and Summer Power Meetings.
- (c) Perform the function of Technical Publications Coordinator for the Committee. Duties include: processing the review of technical papers sent to the committee by PES Special

***IEEE/PES Communications Committee
Organization, Policies and Procedures Manual***

Services; 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 Services; and arranging for a Session Chair for each session sponsored by the Committee.

- (d) Represent the Committee on the Technical Sessions Improvement Committee of the Technical Council.
- (e) Represent the Committee on the Organization and Procedures Committee of the Technical Council.
- (f) Represent the Committee on the Publications Committee of the Technical Council.
- (g) Coordinate the meeting room requests for PES meetings.
- (h) Obtain "Host" commitments for future committee meetings such that meeting locations and hosts are established for at least 2 1/2 years (5 meetings) into the future.
- (i) Biannually, in the second year of Vice Chairship, review the Committee Organization, Policies and Procedures Manual for currency and accuracy. Prepare revision recommendations for review by the Administrative Subcommittee as required.

4.3.6 Duties of the Committee Secretary

The Secretary will, in general, be responsible for the following activities and any additional duties assigned by the Chair.

- (a) Record the minutes of the Committee meetings and distribute them to the members and to registered guests.
- (b) Record the minutes of the Administrative Subcommittee meetings and distribute them to the members.
- (c) Keep records of attendance at all Technical 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) Maintain a current "Invitation List" of committee members and others whom, by virtue of active participation or expressed interest should be contacted regarding committee meetings.

4.4 Subcommittees

4.4.1 Eligibility and Qualification of Subcommittee (other than Administrative Subcommittee)

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

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

***IEEE/PES Communications Committee
Organization, Policies and Procedures Manual***

A member may discontinue his Subcommittee membership by sending a letter of resignation to the Subcommittee Chair. The Subcommittee Chair may elect to discontinue the membership of a continually inactive or non-participating member by sending written notification to the affected member.

4.4.2 Administrative Subcommittee Membership

The membership of the Administrative Subcommittee consists of the Committee officers, the immediate past chair of the committee and the chair of the respective subcommittees.

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 AdCom meetings, i.e., IEEE representative, meeting hosts, etc., as the need occurs.

4.4.3 Appointment of Subcommittee Chair

All subcommittee chairmen shall be members of the 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.

4.4.4 Duties of the Subcommittee Chair

The duties of the subcommittee chairmen are:

- (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.

***IEEE/PES Communications Committee
Organization, Policies and Procedures Manual***

- (j) Recommend members of their subcommittee for membership on the Committee.
- (k) Recruit and induct new subcommittee members and retire members who no longer meet membership requirements.
- (l) Canvass members annually to determine the member's continued interest in the subcommittee.
- (m) Issue letter of appointment to new subcommittee members at the time of appointment.

4.5 Working Groups

4.5.1 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 Chair of the Working Group appoints the members of Working Groups with notification to the Chair of the Subcommittee.

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

4.5.2 Qualifications and Eligibility of Working Group Chairmen

The Chair of a Working Group shall be a member of the Power Engineering Society. 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. Administrative Support

The Working Group Chair should have access to appropriate reproduction and mailing facilities for the distribution of drafts as well as the final document.

**IEEE/PES Communications Committee
Organization, Policies and Procedures Manual**

Two pertinent Guidelines for PES Working Group Chairmen, "How to Conduct Working Group Meetings" and "How to Complete a Working Group Assignment" are included as Annexes C & D.

4.5.3 Appointment of Working Group Chairmen

The Chair of the respective Subcommittee appoints the Chair of a Working Group with notification to the Chair of the Communications Committee. The Chair of a Working Group shall be a member of the respective subcommittee. General practice is for the Working Group Chair to serve for the duration of the Project Authorization Request.

4.6 *Liaison Representatives*

4.6.1 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 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.

5.0 Procedures

5.1 *Quorum*

Fifty percent (50%) of the voting membership of the Committee shall constitute a quorum. Actions which require a majority (greater than 50%) taken at a scheduled meeting lacking a quorum may be subsequently validated through approval of the meeting minutes or through approval by special letter ballot. Such approvals shall require an affirmative majority vote.

5.2 *Voting Requirements for Motions*

Any member during a meeting of the Committee may make a motion. 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 ballot. Such approvals shall require an affirmative majority vote.

5.3 *Amendments to the Organization, Policies and Procedure Manual*

***IEEE/PES Communications Committee
Organization, Policies and Procedures Manual***

Any member of the Committee may propose an amendment to the Organization, Policies and Procedure 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, Policies and Procedures Manual.

The Organization and Procedures Committee of Technical Council must approve any amendment to the Organization and Procedures Manual.

5.4 Changes in Scope of Communications Committee

Any change in Committee or Subcommittee scope must be presented as a written recommendation to the Chair of the Technical Council Organization and Procedures Committee with a copy to the Chair of the Technical Council for approval.

5.5 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 which 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.)

5.6 Evaluation of Technical Papers

5.6.1 Responsibility for Evaluation of Technical Papers

The responsibility for all matters related to the presentation of papers at the various IEEE Conferences throughout the year resides with the Vice Chair of the Committee sponsoring or representing the papers.

5.6.2 Technical Paper Review Procedure

Copies of each technical paper manuscript are sent by PES Special Activities to the Committee Vice Chair. The Vice Chair logs the papers and sends them, along with the proper review forms to at least four appropriate persons for review. The designated 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 designated reviewer, regardless of who actually performed the review completes the copies of "Review of Paper Submitted to IEEE Power Engineering Society". An anonymous copy of the reviewer's comments and suggestions are attached to the form. The completed copy of the form and the attachments are returned to the Vice Chair.

Upon receipt of all reviews of a paper, the Vice Chair completes the form "Review Summary" and attaches the anonymous copies of the reviewers' comments and suggestions. The Vice Chair signs the "Review Summary," keeps one copy for filing and makes the final determination of the acceptability or rejection of the paper. The Vice Chair forwards the review summary and the reviewer's comments to the Manager, PES Special Activities at IEEE headquarters.

***IEEE/PES Communications Committee
Organization, Policies and Procedures Manual***

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

5.7 Generation of IEEE Standards

The IEEE Standards Office defines the procedures to be used in the development of a standard, recommended practice or guide in a series of documents which 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 requirements defined in these procedural documents.

5.7.1 Balloting Procedure

The entire membership of the Communications Committee and the Working Group members who are IEEE members are submitted to be in the Balloting Pool. The IEEE Standards Staff will also solicit other IEEE Members for interest in the Balloting Pool. Detailed balloting procedures are given in the Technical Council Organization and Procedures Manual. Coordination is by letter ballot through the PES Standards Coordinating Committee. To assure adequate treatment of matters of interest to other parties, copies of all drafts must be circulated to the representatives designated to provide coordination to the Working Group.

The following documents should be in the possession of all Working Group Chairmen and others so involved:

- * Working Guide for Submittal of Project Authorizations Request (PAR) and PAR form
- * Working Guide and Form for Submittal of Proposed Standards
- * IEEE Copyright Guide
- * IEEE Standards Style Manual
- * A Guide to IEEE Standards Development
- * IEEE Standards Board By-Laws
- * IEEE PES Technical Council Organization and Procedures Manual

-14-

These documents may be obtained from IEEE, 445 Hoes Lane, P.O. Box 1331, Piscataway, NJ 08855-1331.

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

5.8 Interpretation of Existing Standards

Occasionally a member may be approached to offer an interpretation of a matter treated in a standard that may be unclear or ambiguous to the questioner. No member is authorized to individually act on behalf of the Communications Committee in response to such a question. The party posing the question must be advised to direct the question to the IEEE Standards Office, which will route the request for clarification to the Communications Committee. Procedures to be followed for Standards Interpretations are detailed in the Technical Council Organization and Procedures Manual with specific assignments as follows:

- * The IEEE Standards Office will forward all requests for interpretation to the Chair of the Communications Committee.

***IEEE/PES Communications Committee
Organization, Policies and Procedures Manual***

- * The Committee Chair will forward the request to the Chair of the Subcommittee from which the standard originated within 5 days of receipt.
- * The Subcommittee Chair will solicit, within 5 days of receipt, an interpretation of the standard from two or more subcommittee members
- * The Ad hoc group will develop a response within 30 days, by meeting via teleconference or exchange of facsimiles and submit a formal response to the Subcommittee Chair for review.
- * The Communications Subcommittee Chair will send the proposed interpretation to the Administrative Subcommittee and if no objections to the interpretation are raised within 15 days, the response will be forwarded to IEEE for return to the requester.
- * The Subcommittee Chair shall mail the request and approved interpretation to all members of the subcommittee with the next correspondence to the subcommittee members.

5.9 Standards Appeals

Procedures to be followed for Standards Appeals are detailed in the Technical Council Organization & Procedures Manual.

5.10 Task Force, Working Group, and Subcommittee Publications

This procedure applies to documents developed by Task Forces, Working Groups, or Subcommittees of the IEEE Communications Committee which 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 Communications Committee report unless a draft is mailed and a ballot is conducted of the IEEE Communications Committee members.

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

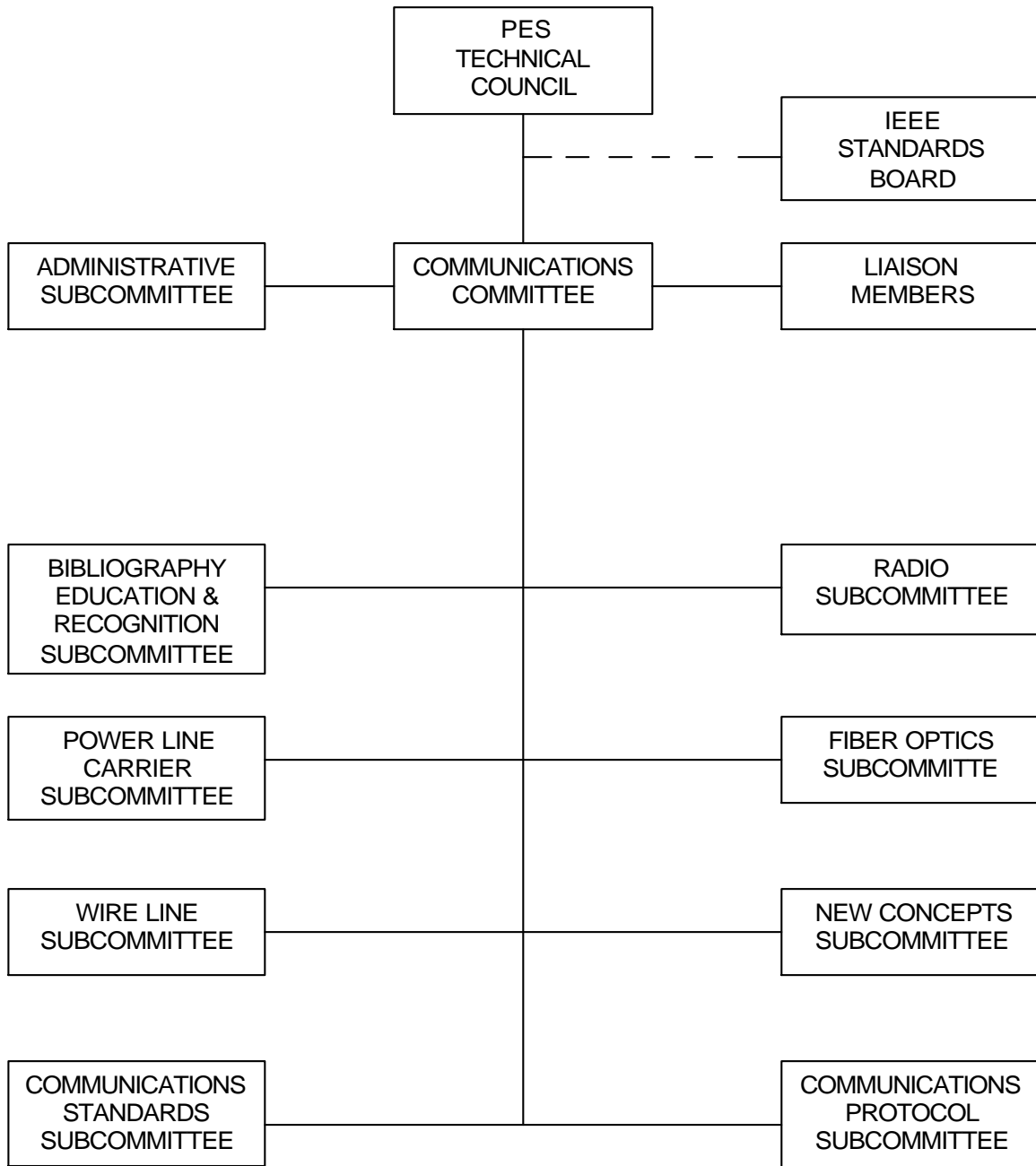
Special publications shall follow procedures that allow for prior review and discussion of the contents by interested parties, as follows:

- 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 Communications Committee.
- A draft copy for review shall be made available at the registration desk for the next IEEE Communications Committee meeting.
- Draft copies shall be made available to those requesting copies for a charge equal to reproduction and mailing expenses.

***IEEE/PES Communications Committee
Organization, Policies and Procedures Manual***

- 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

Annex A - The IEEE Communications Committee Organization
Working Groups As Required



*IEEE/PES Communications Committee
Organization, Policies and Procedures Manual*

Annex B - Membership

Application for Membership

Name _____

Company _____

Address _____

Telephone _____ Fax _____

IEEE Member Grade _____ IEEE Member # _____

Member PES? 1 Yes 2 No

Please note membership eligibility requirements on reverse.

List principal subcommittee and working group activity. This application is to be signed by the respective chairmen 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:

- 3 Producer or Manufacturer Interests - Those directly concerned with the production of products that are covered by documents prepared by the Communications Committee.
- 4 Consumer or User Interests - Those who apply or use products that are covered by documents prepared by the Communications Committee.
- 5 General Interest - Those who have interests other than those described above.

Signed _____ Date _____

Approved by Administrative Subcommittee:

Chair

Date

***IEEE/PES Communications Committee
Organization, Policies and Procedures Manual***

Membership Eligibility Requirements

1. Member in good standing of the IEEE Power Engineering Society.
2. Participation for at least one year in Working Groups and Subcommittees of the Communications Committee.
3. A demonstrated interest and knowledge of the fields of Distribution, Power and/or Regulating Communications.
4. Willingness to devote time and effort to contribute to the advancement 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 the timely return of committee ballots.

Notes

1. A member who has been absent for more than two consecutive meetings may be dismissed from the Committee, subject to Administrative Subcommittee review of extenuating circumstances. The designation of a representative (a non-Communications Committee Member) will count as attendance for the member.
2. A non-member of the IEEE PES may be appointed as a non-voting consultant to Subcommittees and Working Groups of the Communications Committee.
3. The Administrative Subcommittee of the Communications Committee is composed of:
 - Officers of the Communications Committee
 - Chairmen of the various subcommittees
 - Immediate Past Chair of the Communications Committee

The officers may invite others to attend, i.e., IEEE representative, meeting hosts, etc., as the need occurs.

Annex C - Guidelines for PES Working Group Chairmen

*IEEE/PES Communications Committee
Organization, Policies and Procedures Manual*

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 is kept up to date and that the subcommittee chair approves the changes.

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.

***IEEE/PES Communications Committee
Organization, Policies and Procedures Manual***

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 chairmen 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 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 D - Guidelines for PES Working Group Chairmen

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. The WG Chair must request the IEEE Standards Department Staff to issue an Invitation to Participate in the Working Group as detailed in the Technical Council Organization & Procedures Manual. The goal is to develop a working group membership that will produce a quality product rapidly and efficiently while at the same time developing a broad consensus.

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. Consult the "Standards Submittal Kit" for details on submitting a PAR. This kit can be obtained by contacting the IEEE Standards Department, 445 Hoes Lane, Piscataway, NJ 08855-1331.

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 are essential in getting 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

*IEEE/PES Communications Committee
Organization, Policies and Procedures Manual*

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 overlap, 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 the 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 Sponsor Balloting Body six months prior to the actual ballot date. Details of these procedures are in the Technical Council Organization & Procedures 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

*IEEE/PES Communications Committee
Organization, Policies and Procedures Manual*

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 recommendations 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!